Administration for Children and Families

Office of Head Start

National Center on Parent, Family and Community Engagement
HHS-2015-ACF-OHS-HC-0999
Application Due Date: 07/20/2015

National Center on Parent, Family and Community Engagement

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Department of Health & Human Services
Administration for Children and Families

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Executive Summary

Notices:

- **Applicants are strongly encouraged to read the entire funding opportunity announcement (FOA) carefully and observe the application formatting requirements listed in *Section IV.2. Content and Form of Application Submission*. For more information on applying for grants, please visit "How to Apply for a Grant" on the ACF Grants Page at** http://www.acf.hhs.gov/grants/howto.

The Administration for Children and Families (ACF), Office of Head Start (OHS), in partnership with the Office of Child Care (OCC), announces the availability of an estimated $6,500,000 to be competitively awarded for the purpose of operating a National Center on Parent, Family and Community Engagement (NCPFCE). The NCPFCE will develop and manage resources and provide training and technical assistance (T/TA) in a coordinated and collaborative manner to assist early childhood programs with the achievement of effective family and community engagement in support of children's school readiness.

The NCPFCE will help programs support pregnant women and families with children ages birth to 5 years old, and the work of the NCPFCE will include, but will not be limited to, integrated and systemic family engagement approaches, relationship building practices with families, consumer education, family leadership, family financial stability, and individualized support for families facing adversity. Because of the complex work of the NCPFCE, the grantee will be expected to bring together a partnership and/or consortium of knowledgeable partners within the field of parent, family, and community engagement. The NCPFCE will be awarded as part of a group of six National Centers.

I. Program Description

Statutory Authority

This FOA is authorized by the Section 648(a)1 of the Improving Head Start for School Readiness Act of 2007 (42 U.S.C. 9843), and by Sections 658G(e) and 658I(a)(3) of the Child Care and Development Block Grant Act, as amended by the Child Care and Development Block Grant Act of 2014, Pub. L. 113-186, which are to be codified at 42 U.S.C. 9858e(e) and 42 U.S.C. 9858g(a)(3).

Description

The following overview provides information on the ACF vision for early childhood as well as early care and education (ECE) programs and their associated technical assistance systems.

Overview for ACF Vision of Early Care and Education

Evidence continues to mount that children's earliest experiences have a profound influence on later success. Great changes occur in the developing brain in the early years of life, influenced by both genetic contributions and environmental experiences. Nurturing and stimulating care given in the early years builds optimal brain architecture that allows children to maximize their potential for learning. Interventions in the first years of life are capable of altering the course of development and shift the odds for those at risk of poor outcomes toward more adaptive outcomes.

To meet the needs of our nation's most vulnerable children and families, the ECE programs administered by ACF are designed to both provide enriching early childhood experiences that promote the long-term success of children and assist low-income working parents with the cost of child care. In partnership with families, all ECE programs should meet children's needs and support age-appropriate progress across domains of language and literacy development, cognition and general knowledge, approaches to learning, physical health and well-being and motor development, and social and emotional development that will improve readiness for kindergarten. Head Start (HS), Early Head Start (EHS), and child care programs aim to support the ability of parents, program leaders, early childhood educators, and other community members to interact positively with children in stable, nurturing, and stimulating environments to help create a sturdy foundation for later school achievement, economic productivity, and responsible citizenship.

ACF strives to achieve the following goals in all of our early childhood programs:

- Build successful Early Learning and Development Systems across EHS, HS, child care, and pre-kindergarten;
- Promote high quality and accountable ECE programs for all children;
- Improve the health and safety of ECE settings;
- Ensure a stable and effective early childhood workforce;
- Improve the physical, developmental, mental health, and social well-being of children in ECE settings;
- Promote family engagement and support in a child's development with the recognition that parents are their children's primary teachers and advocates; and
- Build on the strengths and address the needs of culturally and linguistically diverse children and families.

Our vision for what all children need to grow up healthy, happy, and successful is the same for all children and families. However, sometimes the policy structures and funding streams through which ACF operates to support these goals add complexity. What follows are brief descriptions of federal HS/EHS and child care programs to clarify this complexity.

Overview of Head Start and Early Head Start

HS/EHS are two-generation child development and family support programs that serve pregnant women, young children from birth to age 5, and their families. The OHS provides grants to local public and private non-profit and for-profit agencies to provide comprehensive services to predominately economically disadvantaged children and their families. Since its beginning in 1965, HS/EHS grantees have served more than 30 million children across the nation. In Fiscal Year (FY) 2013, HS/EHS provided funding to approximately 1,777 grantees to serve 1,129,805 children and families, a number that included more than 150,000 infants and toddlers.

HS/EHS grantees are required to serve children and families with the greatest need, and enrollment priority is given to special populations, including children who live in foster care, children with disabilities, and children and families who are homeless. Programs are also designed to recruit, reflect, and

support the cultures and languages of the children, families, and communities served. Among the populations served are migrant and seasonal farm worker families and children as well as children and families from tribal nations and organizations.

HS/EHS programs meet the unique needs of the children and families in their communities through a variety of program options. These options include center-based, family child care (FCC), home-based, and/or combination program options. Program periods of operation vary from as short as 6 weeks for some Migrant and Seasonal programs, 9 - 12 months for many HS programs, and full-day/full-year services for many EHS programs. In recent years, an increased number of HS agencies offer a full-day, full-year program option, often through collaborations with local child care providers in order to help meet the child care needs of parents who are either working or in job training.

HS/EHS programs emphasize family engagement because of the critical role that parents play in supporting their children's healthy development, learning, and ongoing school success. Effective HS/EHS programs engage parents in their children's learning and help parents make progress toward their educational, literacy, and employment goals. Programs also emphasize the significant involvement of parents in the administration of local programs. These leadership opportunities are designed to strengthen skills that parents can use to improve their family's economic well-being and to more effectively advocate for their children.

Overview of the Child Care Development Fund

Serving families and children under age 13, the Office of Child Care (OCC) administers the $5.3 billion Child Care Development Fund (CCDF) program and works with state, territory, and tribal governments to provide support for low-income families and their children in finding affordable, high-quality child care. Child care is provided through a broad array of public, private, for-profit, and not-for-profit programs and providers. Serving more than 12 million children, there are approximately 107,000 licensed child care centers and 135,000 licensed FCC homes. Roughly 1.5 million children and families receive a child care subsidy from CCDF each month. In 2013, approximately 100,000 child care centers and 300,000 home-based child care providers served children receiving child CCDF subsidies.

While the majority of CCDF dollars are disseminated through vouchers with which families may purchase child care, lead agencies have the option to extend contracts and grants to eligible providers for the purchase of child care slots. A common reason for awarding grants and contracts is to increase the supply of care that is hard to find, for example, care for children with disabilities, care for infants and toddlers, or care during non-traditional hours. This is also done in order to coordinate child care services with programs such as HS/EHS, pre-kindergarten, and after-school programs.

Together, states, territories, and tribes annually spend $1 billion to support child care quality improvement, resulting in better learning environments and more effective caregivers in child care centers and FCC homes across the country. Among other activities, quality investments fund child care resource and referral services and improve care for infants and toddlers and school-age children.

With the recent passage of the Child Care and Development Block Grant (CCDBG) Act of 2014, Pub. L. 113-186, important statutory changes focus on the promotion of families' economic self-sufficiency by making child care more affordable, and fostering healthy child development and school success by improving the overall quality of early learning and after school programs. It also makes significant advancements by defining health and safety requirements for child care providers; outlining family friendly eligibility policies; requiring that states establish a progression of professional development that enables child care providers to promote the social, emotional, physical, and cognitive development of children; and ensuring that parents and the general public have transparent information about the child care choices available to them. Please see the CCDBG Reauthorization Resource Page (http: // www.acf .hhs.gov / programs / occ ;/ ccdf- reauthorization) for more information.

Overview of the ACF Early Childhood T/TA System

Building on a history of successful partnerships, the ACF's OHS and OCC are collaborating to transform the current T/TA system to more effectively support ECE programs and staff in the delivery of quality services to children and their families across the country. The ACF Early Childhood T/TA System will provide training, resources, and materials to support school readiness as the foundation for life-long learning and success.

The statutory requirements that direct HS and CCDF funding streams are distinct and require different pathways to reach children and families in the communities in which they live. As described, HS/EHS is a federal-to-local program and CCDF is a federal-to-state program. This impacts how the ACF Early Childhood T/TA system will operate. For example, OCC relies on state partner investments to enhance child care quality and to reach child care providers directly while OHS works directly with EHS/HS programs. The transformed ACF Early Childhood T/TA system will take advantage of these opportunities by targeting multiple stakeholder groups at regional, state, and local levels. As a result, while the content may be the same, some T/TA material will be useful to all users while other resources may be particularly relevant for individuals or groups with certain roles, positions, or regulations and mandates.

Primary recipients of T/TA include HS/EHS agencies and state, territory, and tribal lead child care agencies. Examples of primary users may include but are not limited to HS agency leaders, managers, teachers, and family service staff; EHS home visitors; parents and families; CCDF Administrators and staff; Quality Rating Improvement System (QRIS) trainers, and child care licensing managers. OHS and OCC plan to partner with states to amplify and expand the delivery of high quality, evidence-based resources developed by the National Centers through state-designated early childhood dissemination networks and organizations, such as child care resource and referral agencies and professional membership organizations. By working together, it is expected that this extended reach will broadly impact all children and families who participate in local ECE settings. All resources and material (and in some cases training) developed by the National Centers will be publicly available to ensure the greatest access for the early childhood field, as a whole.

Goals and Levels of Operation

Operating on national and regional levels, the federal T/TA System will support high quality services for children and families. All entities will:

- Target services for children birth to age 5 and their families, with support for expectant families and school-age children;
- Promote the provision of comprehensive services and school readiness with strategies that are age, ability, and developmentally, culturally, and linguistically appropriate;
- Provide high-quality, evidenced-based, practical resources and approaches that build capacity and create sustainable early childhood practices at the regional, state, and local levels;
- Scaffold timely and relevant guidance, training, materials, and professional development activities to account for different stakeholder needs and levels of readiness;
- Emphasize the use of data for continuous quality improvement, coordination, and integration across the broader early childhood sector.
- Build upon previous evaluations and lessons learned from OHS and OCC T/TA; and
- Include evaluation of the quality of the assistance provided and the degree to which ECE programs, staff, children, and families' needs are met.

National T/TA Network

The National Centers will provide the foundation of knowledge and practice for the ACF Early Childhood T/TA System. Through the National Centers, ACF will promote early childhood excellence through consistent, evidenced-based T/TA. Reflecting current research, these National Centers will create and disseminate high quality resources and provide training and technical assistance across regions, states, territories, tribes, and local communities. With a shared mission and goals, some National Centers will operate jointly under OCC and OHS, as further described in the following sections.

National Centers Jointly Administered by the Office of Head Start and Office of Child Care

Early Education Central: The Pathway to Credentials and Degrees for Infant Toddler Educators

Creates (within 1 year) a web-based, one-stop portal linking to existing federally funded, public domain coursework and resources designed to support the progress of the child care and EHS workforce on an established career pathway. Early Education Central is designed for use by infant toddler educators, administrators of early childhood programs, trainers and coaches, higher education professionals and coursework developers, and professional development systems leaders.

National Center on Early Head Start-Child Care Partnerships

Supports the effective implementation of the new Early Head Start-Child Care (EHS-CC) Partnership, which will allow grantees to deliver high quality, comprehensive services to low-income infants, toddlers, and their families. The Center will do this by providing training, resources, and materials to federal staff, ACF Early Childhood T/TA providers, Head Start State and National Collaboration Offices, and CCDF Administrators so that all are equipped to meet the needs of new EHS-CC partnerships.

National Center on Early Childhood Health and Wellness (NCHW)

(HHS-2015-ACF-OHS-HC-0998)

Provides resources and support to ensure the health and mental wellness of pregnant women, infants, toddlers, preschoolers, and their families, as well as program staff. T/TA will advance best practices for linking health and ECE systems and provide support on topics such as medical and dental home access; health promotion and disease prevention; emergency preparedness and environmental safety; trauma and toxic stress; developmental, behavioral, vision and hearing screening; and nutrition.

National Center on Parent, Family and Community Engagement (NC PFCE)

(HHS-2015-ACF-OHS-HC-0999)

Provides resources and T/TA associated with family well-being, effective family and community engagement, and children's school readiness, including transitions to kindergarten. T/TA will include, but will not be limited to, staff-family relationship building practices that are culturally and linguistically responsive; integrated and systemic family engagement strategies; consumer education; family leadership; family financial stability; and individualized support for families facing adversity. (see *Section IV. Application and Submission Information*)

National Center on Early Childhood Development, Teaching and Learning (NC ECDTL)

(HHS-2015-ACF-OHS-HC-0996)

Provides resources and T/TA associated with healthy development and school readiness for infants, toddlers, and preschool children (birth to 5 years) across all settings and program options. T/TA will include, but not be limited to, professional development for the infant/toddler and preschool workforce; use of evidence based curriculum; early learning standards; effective transitions; screening and assessment; culturally and linguistically age appropriate practices; enhanced teacher/child interactions; networks of infant/toddler practitioners; support for children with disabilities; and use of data to improve practice.

National Center on Early Childhood Quality Assurance (NC ECQA)

(HHS-2015-ACF-OCC-TA-1001)

Provides resources and T/TA to state, territory, and tribal child care agencies, HS/EHS agencies, and other ECE settings across regions to support the implementation of rigorous health, safety, and licensing standards and promotes best practices that support the infrastructure of an ECE quality improvement framework, including QRIS.

National Centers Administered by the Office of Child Care

National Center on Child Care Subsidy, Innovation and Accountability (currently funded)

Provides technical assistance to CCDF programs in developing child care subsidy systems that are child-focused, family-friendly, and fair to providers, including implementing new provisions of recently reauthorized CCDBG. The Center works with grantees to help them reach goals related to subsidy eligibility, integrating quality and subsidy, strengthening program integrity, payment rules, rate setting, and other policies and practices that support serving more low-income children in high quality care.

National Center on Tribal Child Care Implementation and Innovation (currently funded)

Assists American Indian and Alaskan Native tribes and tribal organizations in their efforts to implement and administer CCDF as well as increase the quality, affordability, and availability of child care in Native communities. Supporting more than 539 federally recognized tribes, directly or through tribal consortia, targeted T/TA activities include a toll-free information and referral line, development and dissemination of materials, a peer learning and leadership network, national and regional webinars, and other on-site and distance learning events.

National Center on Best Practices in School Age Care and Summer Learning

(HHS-2015-ACF-OCC-TA-1000)

Disseminates resources and provides TA to states, territories, and tribes to support school-age care and summer learning programs. The Center will work with the OCC to design and implement a school-age/summer learning action plan that includes, but is not limited to working with statewide school-age networks and other community partners to expand learning opportunities for school-age children; identify and promote family engagement approaches that positively involve parents in summer learning and school-age learning settings; and coordinate with early childhood and school-age stakeholder groups and other federal programs to maximize effective service delivery models and minimize duplication of efforts.

National Centers Administered by the Office of Head Start

National Center on Program Management and Fiscal Operations

(HHS-2015-ACF-OHS-HC-0995)

Disseminates clear, consistent messages on OHS priorities for the development and implementation of sound management systems and strong internal controls. The Center's work includes, but is not limited to, topics such as risk management, governance, data collection and analysis, budgeting, and management of multiple funding sources. T/TA is delivered to regional T/TA providers, HS/EHS agencies, and other ECE settings across regions, tribes, and territories. The Center also assists organizations in implementing and enhancing the infrastructure necessary to support a well-managed system of early care and education.

Regional T/TA Network

As part of a coordinated national system, responsibility for disseminating the evidence-based practices, resources, and materials developed by the National Centers will be carried out by OHS and OCC T/TA specialists working in partnership with the National Centers. OHS HS/EHS T/TA specialists (approximately 300), under the direction of the ACF Regional offices, will provide on-site T/TA directly to HS/EHS agencies. Each Regional T/TA Contract will assign one content specialist per National Center to liaise between the National Center and local HS/EHS agencies.

OCC Child Care State Systems Specialists will work with OCC Regional Program Managers and states and territories to support CCDF administration and early childhood systems-building. They will develop customized technical assistance plans to aid states and territories in implementing their CCDF Plans.

CCDF Plans will include efforts to improve low-income children's access to high quality child care programs, implement more family friendly subsidy policies, create a stable supply of high quality programs, and develop a well-trained child care workforce.

As part of the Regional T/TA Network and under the direction of the OCC and OHS national and regional offices, a designated team of OCC and OHS T/TA specialists will work together in each region to provide support on systems-building and partnership opportunities among HS/EHS, child care, and pre-K efforts at regional and state systems levels.

FUNDING OPPORTUNITY DESCRIPTION:

THE NATIONAL CENTER ON PARENT, FAMILY AND COMMUNITY ENGAGEMENT

Families have the most important influence on all aspects of children's well-being. Therefore, family engagement is a critical element of early childhood programs, and partnerships between families and early educators can maximize children's success. The goal of the NCPFCE is to improve this critical aspect of ECE quality by disseminating high quality resources and providing coordinated T/TA that promotes family and community engagement and supports children's learning and development. The information, resources, materials, training, and implementation support provided through the NCPFCE will reflect current evidence and be research-informed. It will be responsive to the unique needs of tribal ECE programs and migrant and seasonal HS programs. It will use professional development strategies that support states, tribes and agencies in serving low-income families or families who may be facing many adversities. The NCPFCE will provide these supports and partner with families to further strengthen and solidify parents' roles as their children's most important caregivers, teachers, and advocates.

To seamlessly address the needs of all ECE programs and systems serving low-income families with young children, the NCPFCE will work as part of a coordinated network with other OHS and OCC National Centers to provide responsive T/TA along a birth-to-5 years continuum that includes pregnant women and expectant families. The NCPFCE will develop, update, and/or adapt T/TA materials; disseminate and support the appropriate use of T/TA materials; measure the use of T/TA materials in relation to specific goals related to staff and family outcomes; and disseminate material to additional state-designated networks and organizations. The NCPFCE will develop and disseminate material in a way that is both timely and responsive to different stakeholders' needs.

In 2011, the OHS launched the Parent, Family and Community Engagement (PFCE) Framework, a road map for integrating family engagement strategies across systems and services to guide agencies in making progress toward family outcomes. The NCPFCE will bring a common vision and set of best practices to early learning programs to help them implement the vision in the HS PFCE Framework. States and agencies will receive T/TA that assists them with implementing the various aspects of the PFCE Framework that are particular to their goals, including various approaches to implementing systemic, integrated and comprehensive PFCE strategies.

Because of the diversity of desired outcomes related to effective PFCE with low-income populations, the NCPFCE should have a breadth of related research and T/TA knowledge and expertise. The goals and objectives of the NCPFCE are largely derived from the family outcomes in the PFCE Framework, as described in Table 1, and expanded upon as follows:

- Help parents to find and enroll their children in high quality ECE programs;
- Strengthen staff relationship-building practices with families (and staff-family goal setting practices for HS);
- Strengthen family safety and well-being, family health, mental health, and financial stability, particularly for very vulnerable children and families who may be experiencing homelessness, domestic violence, and/or are involved with the child welfare system;
- Nurture parent-child relationships and support parenting skills, including skills that foster children's

social-emotional and behavioral health;

- Strengthen family engagement in children's learning and development with an emphasis on family literacy that is culturally responsive to parents of dual language learners and refugee families;
- Strengthen parents as leaders in programs, schools, and communities, and support families as advocates for their children as they transition to new early learning environments and to kindergarten; and
- Build community partnerships that support family well-being, family engagement, and school readiness for children and families, particularly for families of children with, or at risk of, disabilities or developmental delays.

Table 1. Parent, Family and Community Engagement Framework Outcomes

Family Well-being	Families are safe and healthy and have increased financial security.
Positive Parent-Child Relationships	Beginning with transitions to parenthood, parents and families develop warm relationships that nurture their child's learning and development.
Families as Lifelong Educators	Parents and families observe, guide, promote, and participate in the everyday learning of their children at home, school, and in their communities.
Families as Learners	Parents and families advance their own learning interests through education, training, and/or other experiences that support their parenting, career, and life goals.
Family Engagement in Transitions	Parents and families support and advocate for their child's learning and development as they transition to new learning environments. This includes transitioning from EHS to HS and from HS to kindergarten and elementary school.
Family Connections to Peers and Community	Parents and families form connections with peers and mentors in formal or informal social networks that are supportive and/or educational and that enhance social well-being and community life.
Families as Advocates and Leaders	Parents and families participate in leadership development, decision-making, program policy development, and community and state organizing activities to improve children's development and learning experiences.

The NCPFCE will provide T/TA that is data-driven and outcomes-based. It will build users' capacity to set goals and objectives, implement strategies, use data tools and methods to track progress, and improve state or program practices that support related family engagement outcomes. Innovative approaches will support the use of child, family, program, and community data for planning and continuous program improvement within ECE settings. T/TA should be focused on helping states and agencies determine both the quality of their efforts and the effect of their efforts. This T/TA should be relevant for a variety of early learning settings, including center-based, FCC, and home-based/home-visiting settings, and it should foster the use of data collection, aggregation and analysis for improving practices, and child and family outcomes.

The NCPFCE will maximize the use of previously developed, web-based materials and resources that are consistent with OHS and OCC national priorities. T/TA will be delivered to primary recipients that include HS/EHS agencies and state, territory, and tribal Child Care Lead Agencies and their designated

networks and organizations. Primary users include HS/EHS agency staff such as program leaders, managers, teachers, family support staff, home visitors, and Child Care Lead Agencies and their designated dissemination networks and organizations. Examples of child care designated networks and organizations are state-specific and may include, but not be limited to, child care resource and referral networks and child care associations.

Secondary recipients of T/TA include child care program administrators, child care teachers, and parents of children in child care settings. Some T/TA, such as staff-family relationship-building practices, will be applicable to all T/TA users, while other T/TA topics may be role or setting specific. These users are considered "secondary recipients" not because they are less important, but because they will be reached through the state Child Care Lead Agencies and dissemination networks described above. The OHS Regional T/TA specialists and OCC T/TA Systems specialists will use resources disseminated by the NCPFCE in their work with Head Start and Child Care agencies.

In addition, the NCPFCE will participate in T/TA evaluation activities. The NCPFCE will be responsible for developing evaluation methods for continuous improvement of the Center's products and T/TA delivery. As part of a coordinated network of National Centers, the NCPFCE will also participate in an independent cross-system evaluation of the ACF Early Childhood T/TA system. This evaluation will inform ACF about the quality of T/TA delivered and the outcomes of T/TA provided to states, agencies, and networks.

Because of the complex work the NCPFCE will conduct, the successful applicant will bring together a consortium of knowledgeable and experienced partners within the field of parent, family, and community engagement. There must be a systematic approach to managing the consortium to ensure that materials, resources, and training integrate the expertise of all consortium members. The NCPFCE's work should be research-informed and/or evidence-based as well as practical in application across ECE settings.

The NCPFCE must track the award funds and their associated costs and activities by funding stream. An OHS funded and tracked activity might include the development of resources and training to assist HS/EHS agencies with carrying out the Head Start Program Performance Standards related to family services and family and community engagement. An OCC-funded and tracked activity might include the development of a quality set of family engagement indicators to be used in quality rating and improvement systems.

The NCPFCE has three main components: **1) Resource Development and Management; 2) Provision of Training and Technical Assistance; and 3) T/TA Collaboration and Coordination.** The following represent some of the necessary activities of the NCPFCE, but applicants are also expected to outline plans that expand upon these tasks with innovative strategies that will best support the field.

Resource Development and Management

The NCPFCE will provide research informed and/or evidence-based information and strategies for the ECE field in collaboration and coordination with other OHS and OCC National Centers. The NCPFCE Center will, at a minimum:

- Highlight and disseminate exemplary practices and support implementation strategies that prompt positive changes in the practices of early childhood administrators, program directors, teachers, and staff who work directly with families;
- Highlight and disseminate effective family engagement strategies that can be taken to scale at a state level;
- Support practice change that promotes families as partners in learning and is responsive to the needs of family members and family structures, including, but not limited to, fathers, grandparents, foster parents, teen parents, and Lesbian Gay Bisexual or Transgendered (LGBT) parents;
- Identify, review, adapt, or rebrand resources, as necessary, to maximize the use of current evidenced-based T/TA resources and to avoid duplication;
- Obtain input during resource material development or adaptation by piloting products with

audiences that reflect the wide diversity of populations served by programs, including rural and urban; monolingual, bilingual, and multilingual; center based, home based/home visiting, and family child care; HS/EHS and child care; and

- Ensure new, adapted, or rebranded resources are developmentally, culturally, and linguistically responsive to diverse communities, including American Indian, Alaska Native (AI/AN), and migrant and seasonal families.

Provision of Training and Technical Assistance

The NCPFCE will disseminate and support implementation of research-informed and/or evidence-based practices that have been shown to enhance program, family, and school readiness outcomes outlined in the PFCE Framework for children birth to 5-years across ECE settings. The NCPFCE will undertake the following activities as part of a coordinated network of National Centers:

- Use adult learning science and effective professional development strategies that match different levels of need amongst T/TA recipients;
- Create dynamic learning experiences and build the capacity of T/TA recipients, and more broadly, the early childhood field;
- Use the Early Childhood Learning and Knowledge Center (ECLKC) for easy and centralized accessibility and dissemination, once materials are approved by OHS-OCC;
- Provide joint T/TA with other National Centers, as deemed necessary, to ensure aligned content and an ideal user experience;
- Partner with national, regional, state, and/or local early childhood organizations and maximize dissemination and training on appropriate use of NCPFCE T/TA products and services; and
- Ensure T/TA is aligned with policies related to Head Start Performance Standards and Child Care and Development Block Grant reauthorizing legislation.

T/TA Coordination and Collaboration

For effective operations, the NCPFCE will need to operate in concert with other OHS/OCC National Centers and State and Regional T/TA Specialists. As part of this network, the NCPFCE will:

- Coordinate activities with other National Centers in order to integrate content and best practices in early childhood settings, support innovation, and avoid duplication;
- Collaborate and conduct joint T/TA activities with National Centers that share overlapping content expertise in order to ensure that cross cutting content is aligned and united in message, particularly in the areas of mental health, social emotional development, services to pregnant women, services to children with disabilities, and data and continuous improvement, among other areas;
- Ensure collaboration with other early childhood T/TA organizations to maximize support to all agencies serving young children, families, and communities; and
- Ensure attendance of key staff (up to four) at meetings in Washington, DC, with staff from other National Centers and federal staff from ACF, OHS, and OCC. Up to six meetings will be held in the first year. Up to five meetings will be scheduled annually in years 2 through 5.

POST-AWARD REQUIREMENTS

The successful applicant awarded under this FOA must adhere to the following:

- Have the project fully functioning within 90 days following the financial assistance award;
- Within 45 days of receiving the financial assistance award, key staff will meet with ACF for the initial briefing regarding the plans for carrying out all components of this project;
- Within 45 days of the initial project plan briefing with ACF, address comments about clarifications or revisions of the work plan requested by ACF and submit to ACF for review and approval;
- Within 45 days of receiving the financial assistance award, identify a coordination and communication strategy for working with the OHS ECLKC website contractor;

- Within 90 days of the grant award, provide an organizational chart and a timeline that describes how the National Center will be fully operational, including hiring staff with expertise in the broad areas of expertise identified in *Section I. Program Description/Overview of the National Center on Parent, Family, and Community Engagement;*
- Participate in National Center and related ACF T/TA meetings in Washington, DC, and other locations as identified under T/TA Coordination and Collaboration;
- Participate as a representative to a national T/TA steering committee that provides and receives input and guidance as to the relevancy, timeliness and appropriateness of resources and delivery mechanisms of T/TA efforts;
- Participate in the Early Childhood T/TA Cross-System Evaluation Project to examine and improve T/TA effectiveness;
- Provide to ACF, for review and approval, drafts of all updated or new materials that are developed or printed with resources made available under this cooperative agreement. Dissemination and piloting for such materials, where warranted, must also have prior approval. All grantee materials, products, publications, news releases, and media products, etc., must include this disclaimer: " *Funded through the Department of Health and Human Services, Administration for Children and Families, Grant # _____ . The contents of this publication/video/etc., do not necessarily reflect the views or policies of the funders, nor does mention of trade names, commercial products or organizations imply endorsement by the U.S. Department of Health and Human Services. This resource may be duplicated for noncommercial uses without permission."* This language is identified in the Terms and Conditions of Award for all discretionary grants in the Grants Policy Statement (GPS) at http://www.acf.hhs.gov/grants/discretionary-competitive-grants (page II-70); and
- Participate in the Head Start Integrated Service Team (IST). The IST will act as an integrated, knowledge-building network of National Center representatives who will liaise with OHS Regional Offices and be responsible for brokering a professional development plan for the region.

II. Federal Award Information

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	$6,500,000
Expected Number of Awards:	1
Award Ceiling:	$6,500,000 Per Budget Period
Award Floor:	$6,500,000 Per Budget Period
Average Projected Award Amount:	$6,500,000 Per Budget Period
Anticipated Project Start Date:	09/30/2015

Length of Project Periods:

60-month project with five 12-month budget periods

Non-competitive Continuation Awards

Non-competitive continuation awards will be offered for each of years 2 through 5 of the project period. Funding levels for years 2 through 5 will be equal to that awarded in year 1 of the project. Continuation funding will be subject to the availability of funds, satisfactory progress, and a determination that continued funding is in the best interest of the federal government.

Additional Information on Awards:
Awards made under this announcement are subject to the availability of federal funds.

Applications requesting an award amount that exceeds the *Award Ceiling* per budget period or per project period, as stated in this section*,* will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for the first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the*Award Ceiling* listed for the project period. Please see *Section III.3. Other, Application Disqualification Factors.*

Note: For those programs that require matching or cost sharing, grantees will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period or by project period for fully funded awards, even if the projected commitment exceeds the required amount of match or cost share. **A grantee's failure to provide the required matching amount may result in the disallowance of federal funds.** See *Section III.2.* of this announcement for information on cost-sharing or matching requirements.

Multiple Funding Streams

Award funds must be spent in a manner consistent with their statutorily authorized activties. The grantee will be required to separately track the award funds and their associated costs and activities by funding stream throughout the project. The following is a break-down of the total amount of funding available for this award:

This FOA is authorized by the Section 648(a)1 of the Improving Head Start for School Readiness Act of 2007 (42 U.S.C. 9843). HS contributes 75 percent of the total funds for the NCPFCE, or up to $5,000,000, for each budget period. Activities may include the development of resources and training to assist HS/EHS agencies with services that support family wellbeing and family and community engagement.

Award funds are authorized by the Sections 658G(e) and 658I(a)(3) of the CCDBG Act, as amended by the Act of 2014, Pub. L. 113-186, which are to be codified at 42 U.S.C. 9858e(e) and 42 U.S.C. 9858g(a)(3). CCDBG contributes 25 percent of the total funds available for the NCPFCE, or up to $1,500,000 for each budget period. Activities may include targeted technical assistance to State CCDF Lead Agencies and their designated networks on consumer education and state implementation of evidenced-based family engagement indicators.

Description of ACF's Anticipated Substantial Involvement Under the Cooperative Agreement

ACF is using a cooperative agreement that requires substantial involvement of the agency and the recipient. Details of the responsibilities, relationships, and governance of the cooperative agreement will be specified in the terms and conditions of the award. The specific responsibilities of ACF and the grantee will be identified and agreed upon prior to the award of the cooperative agreement. At a minimum, ACF will:

- Provide consultation, review, and approval of the NCPFCE's work plan and any revisions made to the work plan during the project period;
- Provide consultation in the development of the project design, including information on the resources and planned activities for the NCPFCE;
- Facilitate communication and cooperation among ACF, OCC and OHS National T/TA Centers, the Regional T/TA Network, and other T/TA systems in early education, as appropriate;
- Facilitate communication with representatives of other federal agencies in order to promote intra-agency and inter-agency coordination and collaboration;

- Review and approve drafts of all updated or new materials that are developed or printed with resources made available under this cooperative agreement;
- Review all resumes and approve the hiring of key positions with the NCPFCE, including key partners and proposed consultants.

Please see *Section IV.5 Funding Restrictions* for limitations on the use of federal funds awarded under this announcement.

III. Eligibility Information

III.1. Eligible Applicants

Eligible applicants include the following: state governments; county governments; city or township governments; special district governments; independent school districts; public and state controlled institutions of higher education; Native American tribal governments (federally recognized); public housing authorities/Indian housing authorities; Native American tribal organizations (other than federally recognized tribal governments); nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education; nonprofits without 501(c)(3) status with the IRS, other than institutions of higher education; private institutions of higher education; for-profit organizations other than small businesses; small businesses; and faith-based organizations.

Eligible applicants may apply on their own or as the lead applicant for a consortium. A consortium is a project carried out by a lead applicant and one or more other organizations that are separate legal entities. Under a consortium agreement, the lead applicant must perform a substantive role in the conduct of the planned project or program activity and will not merely serve as a conduit of funds to another party or parties. The relationship between the recipient and the collaborating organizations is considered a sub-award relationship.

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement. See *Section III.3. Other, Application Disqualification Factors.*

Faith-based and community organizations that meet the eligibility requirements are eligible to receive awards under this funding opportunity announcement. Faith-based organizations are encouraged to review the ACF Policy on Grants to Faith-Based Organizations at: http://www.acf.hhs.gov/acf-policy-on-grants-to-faith-based-organizations.

See "Legal Status of Applicant Entity" in *Section IV.2* for documentation required to support eligibility.

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

III.3. Other

DUNS Number and System for Award Management Eligibility Requirements (SAM.gov)
All applicants must have a DUNS Number (http:// fedgov. dnb.com /webform) and an active registration with the Central Contractor Registry (CCR) on the System for Award Management (SAM.gov, www.sam.gov).

Obtaining a DUNS Number may take 1 to 2 days.

All applicants are required to maintain an active SAM registration until the application process is complete. If a grant is awarded, registration at SAM.gov must be active throughout the life of the award.

Plan ahead. Allow up to 10 business days after you submit your registration for it to become active in SAM and an additional 24 hours before that registration information is available in other government systems, i.e. Grants.gov.

This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application through Grants.gov or prevent the award of a grant. Applicants should maintain documentation (with dates) of your efforts to register for, or renew a registration, at SAM. User Guides are available under the "Help" tab at https://www.sam.gov.

HHS requires all entities that plan to apply for, and ultimately receive, federal grant funds from any HHS Agency, or receive subawards directly from recipients of those grant funds to:

- Be registered in the SAM prior to submitting an application or plan;
- Maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
- Provide its active DUNS number in each application or plan it submits to the OPDIV.

ACF is prohibited from making an award until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, ACF:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

Application Disqualification Factors

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement.

Award Ceiling Disqualification

Applications that request an award amount that exceeds the *Award Ceiling* per budget period or per project period as stated in *Section II. Award Information,* will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period.

Required Electronic Application Submission

ACF requires electronic submission of applications at www.Grants.gov**. Paper applications received from applicants that have not been approved for an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

Applicants that do not have an Internet connection or sufficient computing capacity to upload large documents to the Internet may contact ACF for an exemption that will allow the applicant to submit applications in paper format. Information and the requirements for requesting an exemption from required electronic application submission are found in "Request an Exemption from Electronic Application Submission" in *Section IV.2. Content and Form of Application Submission.*

Application Deadlines

The deadline for electronic application submission is 11:59 p.m., ET, on the due date listed in the *Overview and* **in** *Section IV.3. Submission Dates and Times.* Electronic applications submitted to www.Grants.gov after 11:59 p.m., ET, on the due date, as indicated by a dated and time-stamped email

from www.Grants.gov, will be disqualified from competitive review and from funding under this announcement. That is, applications submitted to www.Grants.gov, on or after 12:00 a.m., ET, on the day after the due date will be disqualified from competitive review and from funding under this announcement.

Applications submitted to www.Grants.gov at any time during the open application period, and prior to the due date and time, which fail the www.Grants.gov validation check, will not be received at, or acknowledged by, ACF.

Each time an application is submitted via www.Grants.gov, the submission will generate a new date and time-stamp email notification. Only those applications with on-time date and time stamps that result in a validated application, which is transmitted to ACF, will be acknowledged.

The deadline for receipt of paper applications is 4:30 p.m., ET, on the due date listed in the *Overview* and *in Section IV.3. Submission Dates and Times*. Paper applications received after 4:30 p.m., ET, on the due date will be disqualified from competitive review and from funding under this announcement. **Paper applications received from applicants that have not received approval of an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

Notification of Application Disqualification
Applications that are disqualified under these criteria are considered to be "non-responsive" and are excluded from the competitive review process. Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this funding opportunity announcement.

IV. Application and Submission Information

IV.1. Address to Request Application Package

Office of Head Start
OHS Operations Center
1401 Mercantile Lane, Suite 401
Largo , MD 20774
Phone: (888) 242-0684
Email: OHSTech@reviewops.org

Electronic Application Submission:
The electronic application submission package is available in the FOA's listing at www.Grants.gov.

Applications in Paper Format:
For applicants that have received an exemption to submit applications in paper format, Standard Forms, assurances, and certifications are available in the Application Package available in the FOA's Grants.gov synopsis at www.Grants.gov. They are also available at http:// www.grants.gov/web/ grants/forms/sf-424-family.html. See *Section IV.2.Request an Exemption from Required Electronic Application Submission* if applicants do not have an Internet connection or sufficient computing capacity to upload large documents (files) to www.Grants.gov.

Standard Forms that are compliant with Section 508 of the Rehabilitation Act (29 U.S.C. § 794d):
Available at the Grants.gov Forms Repository website at http:// www.grants.gov/web/ grants/forms/sf-424- family.html.

Federal Relay Service:
Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (**TTY** - Text Telephone or **ASCII** - American Standard Code For Information Interchange).

Section IV.2. Content and Form of Application Submission

FORMATTING ACF APPLICATIONS
In FY 2013 ACF implemented a new application upload requirement. Each applicant applying electronically via www.grants.gov is required to upload only two electronic files, excluding Standard Forms and OMB-approved forms. No more than two files will be accepted for the review, and additional files will be removed. Standard Forms and OMB-approved forms will not be considered additional files.

FOR ALL APPLICATIONS:

Authorized Organizational Representative (AOR)

AOR is the designated representative of the applicant/recipient organization with authority to act on the organization's behalf in matters related to the award and administration of grants. In signing a grant application, this individual agrees that the organization will assume the obligations imposed by applicable Federal statutes and regulations and other terms and conditions of the award, including any assurances, if a grant is awarded.

AOR authorization is part of the registration process at www.Grants.gov. where the AOR will create a short profile and obtain a username and password from the Grants.gov Credential Provider. AORs will only be authorized for the DUNS number registered in the System for Awards Management (SAM).

Point of Contact

In addition to the AOR, a point of contact on matters involving the application must also be identified. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR. The point of contact must be available to answer any questions pertaining to the application.

Application Checklist

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials.

Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

Accepted Font Style

Applications must be in Times New Roman (TNR), 12-point font, except for footnotes, which may be TNR 10-point font.

Page Limitations

Applicants must observe the page limitation(s) listed under "PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:". *Page* limitation(s) do not include SFs and OMB-approved forms.

All applications must be double-spaced. An application that exceeds the cited page limitation for double-spaced pages in the Project Description file or the Appendices file will have the last extra pages removed and the removed pages will not be reviewed.

Application Elements Exempted from Double-Spacing Requirements

The following elements of the application submission are exempt from the double-spacing requirements and may be single-spaced: the table of contents, the one-page Project Summary/Abstract, required Assurances and Certifications, required SFs, required OMB-approved forms, resumes, logic models, proof of legal status/non-profit status, third-party agreements, letters of support, footnotes, tables, the line-item budget and/or the budget justification.

Adherence to FOA Formatting, Font, and Page Limitation Requirements

Applications that fail to adhere to ACF's FOA formatting, font, and page limitation requirements will be adjusted by the removal of page(s) from the application. Pages will be removed before the objective review. The removed page(s) will not be made available to reviewers.

In instances where formatting and font requirements are not adhered to, ACF uses a formula to determine the actual number of pages to be removed. The formula counts the number of characters an applicant uses when following the instructions and using 12-point TNR and compares the resulting number with that of the submitted application. For example, an applicant using TNR, 11-point font, with 1-inch margins all around, and single-spacing, would have an additional 26 lines, or 1500 characters, which is equal to 4/5 of an additional page. Extra pages resulting from this formula will be removed and will not be reviewed.

Applications that have more than one scanned page of a document on a single page will have the page(s) removed from the review.

For applicants that submit paper applications, double-sided pages will be counted as two pages. When the maximum allowed number of pages is reached, excess pages will be removed and will not be made available to reviewers.

NOTE: Applicants failing to adhere to ACF's FOA formatting, font, and page limitation requirements will receive a letter from ACF notifying them that their application was amended. The letter will be sent after awards have been issued and will specify the reason(s) for removal of page(s).

Copies Required

Applicants must submit one complete copy of the application package electronically. Applicants submitting electronic applications need not provide additional copies of their application package.

Applicants submitting applications in paper format must submit one original and two copies of the complete application, including all Standard Forms and OMB-approved forms. The original copy must have original signatures.

Signatures

Applicants submitting electronic applications must follow the registration and application submission instructions provided at www.Grants.gov.

The original of a paper format application must include original signatures of the authorized representatives.

Accepted Application Format

With the exception of the required Standard Forms (SFs) and OMB-approved forms, all application materials must be formatted so that they are 8 ½" x 11" white paper with 1-inch margins all around.

If possible, applicants are encouraged to include page numbers for each page within the application.

ACF generally does not encourage submission of scanned documents as they tend to have reduced clarity and readability. If documents must be scanned, the font size on any scanned documents must be large enough so that it is readable. Documents must be scanned page-for-page, meaning that applicants may not scan more than one page of a document onto a single page.

PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:

Components must be in the following order within the electronic file. This file should be uploaded to the "Project Narrative File(s)" section of the Application Package. The entire application, which includes the Project Description/Budget and Budget Justification and the Appendices **is limited to 225 pages.**

The Project Description (Narrative file) must include the following items:

- Table of Contents;
- Project Summary/Abstract;
- Objectives and Need for Assistance;
- Outcomes Expected;
- Approach;
- Project Timeline and Milestones;
- Program Performance Evaluation Plan;
- Organizational Capacity;
- Plan for Oversight of Federal Award Funds; and
- Project Line Item Budget and Justification.

This file should be uploaded to the "Other Attachment File(s)" section of the Application Package and must include "Appendices" in the file name. Appendices must include the following items:

- Resumes;
- Organizational charts;
- Third Party Agreements;
- Audits (not subject to page limitation); and
- Signed Memoranda of Understanding (MOU) and other supporting documents.

ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS

Applicants are required to submit their applications electronically unless they have requested and received an exemption that will allow submission in paper format. See *Section IV.2. Application Submission Options* for information about requesting an exemption.

Electronic applications will only be accepted via www.Grants.gov. **ACF will not accept applications submitted via email or via facsimile.**

Each applicant is required to upload ONLY two electronic files, excluding SFs and OMB-approved forms.

File One: Must contain the entire Project Description, and the Budget and Budget Justification (including a line-item budget and a budget narrative).

File Two: Must contain all documents required in the Appendices.

Adherence to the Two-File Requirement

No more than two files will be accepted for the review. Applications with additional files will be amended and files will be removed from the review. SFs and OMB-approved forms will not be considered additional files. **Please do not attach additional documents to the SF-424 at Question 14 and/or after Question 15. Instead of providing a separate response to Question 14, all applicants are required to submit the SF for Project/Performance Site Location(s) (SF-P/PSL). In the SF-P/PSL, applicants may cite their primary location and up to 29 additional performance sites. Documents submitted as attachments to the SF-424 will be removed from the application and will not be reviewed.**

Application Upload Requirements

ACF strongly recommends that electronic applications be uploaded as Portable Document Files (PDFs). One file must contain the entire Project Description and Budget Justification; the other file must contain

all documents required in the Appendices. Details on the content of each of the two files, as well as page limitations, are listed later in this section.

To adhere to the two-file requirement, applicants may need to convert and/or merge documents together using a PDF converter software. Many recent versions of Microsoft Office include the ability to save documents to the PDF format without need of additional software. Applicants using the Adobe Professional software suite will be able to merge these documents together. ACF recommends merging documents electronically rather than scanning multiple documents into one document manually, as scanned documents may have reduced clarity and readability.

However, ACF understands that all applicants may not have access to this software. Grants.gov offers a listing of several free PDF conversion programs. These programs can be found on Grants.gov by clicking on "Support" at the top menu bar and selecting "Technical Support" . Under the "Technical Support" section select "Recommended Software." A link to "PDF Conversion Software" is available in the left-hand menu box. Free PDF software, available on this page, will allow users to convert and merge their PDF documents. As an example, ACF is providing written instructions for downloading and using one type of free software listed at Grants.gov at https: // www.acf.hhs.gov / grants /howto #chapter-7 under "How to Apply for a Grant/Submit an Application." [ACF does not endorse any of the software listed on Grants.gov, and applicants are not required to use a specific type of PDF conversion software to submit an application.]

For any systems issues experienced with Grants.gov or with SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance at https: // www.acf.hhs.gov / sites / default / files / assets / systems _ issue _ policy _ final.pdf under "How to Apply for a Grant/Submit an Application."

Required Standard Forms (SFs) and OMB-approved Forms

Standard Forms (SFs) and OMB-approved forms, such as the SF-424 application and budget forms and the SF-P/PSL (Project/Performance Site Location), are uploaded separately at Grants.gov. These forms are submitted separately from the Project Description and Appendices files. See *Section IV.2. Required Forms, Assurances, and Certifications* for the listing of required Standard Forms, OMB-approved forms, and required assurances and certifications.

Naming Application Submission Files

Carefully observe the file naming conventions required by www.Grants.gov. Limit file names to 50 characters (characters and spaces). Special characters that are allowed under Grants.gov's naming conventions, and are accommodated by ACF's systems, are listed in the instructions available in the Download Application Package at Grants.gov. Please also see http: //www.grants.gov. / web / grants / support / technical - support / troubleshooting / restricting -special -characters.html

Use only file formats supported by ACF It is critical that applicants submit applications using only the supported file formats listed here. While ACF supports all of the following file formats, **we strongly recommend that the two application submission files (Project Description and Appendices) are uploaded as PDF documents in order to comply with the two file upload limitation.** Documents in file formats that are not supported by ACF will be removed from the application and will not be used in the competitive review. This may make the application incomplete and ACF will not make any awards based on an incomplete application.
ACF supports the following file formats:

- Adobe PDF – Portable Document Format (.pdf)
- Microsoft Word (.doc or .docx)
- Microsoft Excel (.xls or .xlsx)
- Microsoft PowerPoint (.ppt)
- Corel WordPerfect (.wpd)

- Image Formats (.JPG, .GIF, .TIFF, or .BMP only)

Do Not Encrypt or Password-Protect the Electronic Application Files

If ACF cannot access submitted electronic files because they are encrypted or password protected, the affected file will be removed from the application and will not be reviewed. This removal may make the application incomplete and ACF will not make awards based on an incomplete application.

FORMATTING FOR PAPER APPLICATION SUBMISSIONS:

The following requirements are only applicable to applications submitted in paper format. Applicants must receive an exemption from ACF in order for a paper format application to be accepted for review.See *Section IV.2. Request an Exemption from Required Electronic Application Submission* later in this section under *Application Submission Options* for more information.

Format Requirements for Paper Applications

All copies of mailed or hand-delivered paper applications must be submitted in a single package. If an applicant is submitting multiple applications under a single FOA, or multiple applications under separate FOAs, each application submission must be packaged separately. The package(s) must be clearly labeled for the specific FOA it addresses by FOA title and by Funding Opportunity Number (FON).

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures, or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate sections of the application. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the federal government for review. **All application materials must be one-sided for duplication purposes.**

Addresses for Submission of Paper Applications

See *Section IV.6. Other Submission Requirements* for addresses for paper format application submissions.

Required Forms, Assurances, and Certifications

Applicants seeking grant or cooperative agreement awards under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications with the application. All required Standard Forms, assurances, and certifications are available in the Application Package posted for this funding opportunity at www.grants.gov.

Other versions of required Standard Forms, assurances,and certifications are available at Grants.gov http: // www.grants.gov / web / grants / forms / sf-424- family.html.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
SF-Project/Performance Site Location(s) (SF-P/PSL)	Submission is required for all applicants by the application due date.	Required for all applications. In the SF-P/PSL, applicants may cite their primary location and up to 29 additional performance sites. As a Standard Form (SF), this form is not included in the application's page limitation.

Certification Regarding Lobbying (Grants.gov Lobbying Form)	Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.	Submission of the certification is required for all applicants.
SF-LLL - Disclosure of Lobbying Activities	If submission of this form is applicable, it is due at the time of application. If it is not available at the time of application, it may also be submitted prior to the award of a grant.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
SF-424 Key Contact Form	Submission is required for all applicants by the application due date.	Required for all applications.
DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration.	A DUNS number is required of all applicants. To obtain a DUNS number, go to http://fedgov.dnb.com/ webform. Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and project award period. SAM registration is available at http://www.sam.gov.	A DUNS number and SAM registration are eligibility requirements for all applicants. See *Section III.3. Other* for information on obtaining DUNS number at http://fedgov.dnb.com/ webform and registration at SAM.gov at http ://www.sam.gov.
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances -	Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application	Required for all applications when applying for a non-construction project. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all federal statutes

| Non- Construction Programs | due date. | relating to nondiscrimination. |
| SF-424 - Application for Federal Assistance | Submission is required for all applicants by the application due date. | Required for all applications. |

Key Contacts Form

Please include in this form the Project Director and/or Principle Investigator, Lead Partners, and, if applicable, Consortium Project Lead(s).

The Project Description

Part I: The Project Description Overview

Purpose
The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. It should address the activity for which federal funds are being requested, and should be consistent with the goals and objectives of the program as described in *Section I. Program Description*. Supporting documents should be included where they can present information clearly and succinctly. When appropriate, applicants should cite the evaluation criteria that are relevant to specific components of their project description. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

General Expectations and Instructions
Applicants should develop project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

Part II: General Instructions for Preparing a Full Project Description

Introduction
Applicants must prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria in *Section V.1. Criteria*. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

Table of Contents
List the contents of the application including corresponding page numbers. The table of contents must be single spaced and will be counted against the total page limitations.

Project Summary/Abstract

Provide a summary of the application's project description. The summary must be clear, accurate, concise, and without reference to other parts of the application. The abstract must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served.

Please place the following at the top of the abstract:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax)
- E-Mail Address
- Web Site Address, if applicable

The project abstract must be single-spaced, in Times New Roman 12-point font, and limited to one page in length. Additional pages will be removed and will not be reviewed.

Objectives And Need For Assistance

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance including the nature and scope of the problem must be demonstrated, and the principal and subordinate objectives of the project must be clearly and concisely stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as well as data describing the needs of the target population and the proposed service area as needed. When appropriate, a literature review should be used to support the objectives and needs described in this section.

Outcomes Expected

Identify the outcomes to be derived from the project. Outcomes should relate to the overall goals of the project as described in *Section I. Program Description.* If research is part of the proposed work, outcomes must include hypothesized results and implications of the proposed research.

Outcomes should relate to the overall goals of the project as described in *Section I: Program Description/Overview of the National Center on Parent, Family and Community Engagement*.

Approach

Outline a plan of action that describes the scope and detail of how the proposed project will be accomplished. Applicants must account for all functions or activities identified in the application. Describe any design or technological innovations, reductions in cost or time, or extraordinary social and/or community involvement in the project. Provide a list of organizations, cooperating entities, consultants, or other key individuals that will work on the project, along with a short description of the nature of their effort or contribution.

Cite potential obstacles and challenges to accomplishing project goals and explain strategies that will be used to address these challenges.

Because of the complex work to be conducted, the successful applicant will bring together a partnership and/or consortium of knowledgeable and experienced partners within the field of parent, family, and community engagement. There must be a systematic approach to managing the partners or consortium to ensure that materials, resources, and training integrate the expertise of all partners or consortium members.

The applicant must provide in their Work Plan their how they will address each of the specified activities described under the NCPFCE's three main components: **1) Resource Development and Management; 2)**

Provision of Training and Technical Assistance; and 3) T/TA Collaboration and Coordination as referenced in *Section I: Program Description/Overview of the National Center on Parent, Family and Community Engagement.*

The applicant must include a plan of action for the 5 years of the project, specifically describing *how* activities will be accomplished. The application must account for all of the activities identified in this announcement. The applicant must demonstrate its capacity, including identifying key staff, such as subject matter experts, with short descriptions of their roles, responsibilities, and their expected contributions. The following represent some of the necessary activities that must be addressed. Applicants are also encouraged to outline plans that expand upon these activities, with innovative strategies and methods that best support the field.

Resource Development and Management

Provide a plan of action that includes:

- Intentions for sharing information and/or evidenced-based, exemplary practices that prompt positive changes in the practices of early childhood administrators, program directors, teachers, and staff who work directly with families;
- Strategies for building on or adapting the existing PFCE Framework to support implementation of effective family engagement in diverse ECE settings, such as center based, home based/home visiting, and FCC; HS/EHS; and child care;
- Plans for identifying and prioritizing the development or adaptation of resources and training that is responsive to and inclusive of:

  - Diverse family compositions (as described in *Section I: Program Description/Overview of the National Center on Parent, Family and Community Engagement/Resource Development and Management*);
  - Culturally and linguistically diverse families and communities in various geographic areas, such as rural, remote, and urban;
  - The unique needs of both AI/AN and Migrant and Seasonal families in HS programs; and
  - Families with children with disabilities or at risk for developmental delays.

- Plans for the development of innovative resources (and delivery methods) that strengthen family well-being, including promotion of family health, mental health, and financial stability for low-income populations;
- An approach for the development of teacher/family engagement competencies that can be used at scale with states, higher education, and professional development organizations; and
- Proposed actions for the development of a set of high quality, evidenced-based indicators of family engagement that are relevant for state implementation.

Provision of Training and Technical Assistance

Provide a plan of action that includes:

- Prioritization of T/TA methods that are grounded in adult learning science, based on effective professional development strategies, and wherever possible have been shown to enhance child and family outcomes;
- Plans for the dissemination of exemplary PFCE practices and implementation strategies that lead programs to better:

  - Support and strengthen relationships between parents and children, including methods for increasing families' access to evidenced based parenting experiences, peer-to-peer parenting networks, or parent advocacy and leadership organizations;
  - Support and strengthen family engagement around children's learning and development with an emphasis on family literacy, and cultural and linguistic responsiveness for all families, including refugee families, adult English language learners, and parents of dual language

learners;

- Support the needs of families with children who have disabilities or who are at risk of disabilities or developmental delays;
- Meet the needs of vulnerable families, including but not limited to families experiencing intergenerational poverty, families experiencing homelessness, families involved in the child welfare system, or families struggling with mental health challenges;
- Strengthen their communities and community engagement, with an emphasis on developing community partnerships that support family well-being, family engagement, and school readiness for low-income children and families; and
- Track family and child progress toward expected family and child outcomes and continuously improve toward national requirements and in meeting State or agency defined goals and objectives.

- Strategic plans for T/TA methods that include:

  - Effective marketing and use of social media and creative use of graphic and web design for dissemination of material on the ECLKC website; and
  - Enhanced virtual communication platforms for outreach that will support a variety of audiences, including communities of practice and other networks.

- A description of potential national, regional, state, and/or local early childhood organizations or networks that would be willing partners for dissemination of and training on PFCE exemplary practices;
- Strategies for continuous improvement that assess groups of users' experiences and changes in their knowledge, skills, and practices related to expected PFCE outcomes; and
- Plans for using information gathered from various data sources, such as the Head Start Enterprise System, annual Program Information Report, and OCC data, in order to develop and support the state and regional T/TA strategies and plans.

T/TA Coordination and Collaboration

Provide a plan of action that includes:

- Procedures for working collaboratively and cooperatively with other national OHS and OCC T/TA Centers and with ACF's regional offices on dissemination to ensure materials and messages are cohesive;
- Methods for coordinated communication and information sharing with OHS and OCC T/TA Centers and other partners in order to prevent duplication, enhance content, and integrate material and learning experiences for a high-quality and seamless T/TA user experience;
- Procedures for coordinated efforts with federal staff, OHS Regional T/TA providers, State CCDF Administrators and OCC TA Systems specialists to ensure that each are well informed, advised, and/or trained on T/TA material;
- A proposal for coordination with other OHS and OCC National Centers that share overlapping content expertise, particularly in the areas of mental health, social emotional development, services to pregnant women, data and continuous improvement, services to children with disabilities, etc;
- Actions that would support and ensure regular participation of a National Center Director on a coordinated oversight leadership group that will connect, integrate, and inform resource development, dissemination, and implementation of NCPFCE products; and
- Ensure that one member of the NCPFCE serves as an active member of the HS IST. The IST will act as an integrated, knowledge-building network of National Center representatives who will develop T/TA plans with OHS Regional Offices.

Project Timeline and Milestones

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function, or activity, in such terms as the number of people to be served and the number of activities accomplished. Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. For example, each project task could be assigned to a row in the first column of a grid. Then, a unit of time could be assigned to each subsequent column, beginning with the first unit (i.e., week, month, quarter) of the project and ending with the last. Shading, arrows, or other markings could be used across the applicable grid boxes or cells, representing units of time, to indicate the approximate duration and/or frequency of each task and its start and end dates within the project period.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

Program Performance Evaluation Plan

Applicants must describe the plan for the program performance evaluation that will contribute to continuous quality improvement. The program performance evaluation should monitor ongoing processes and the progress towards the goals and objectives of the project. Include descriptions of the inputs (e.g., organizational profile, collaborative partners, key staff, budget, and other resources), key processes, and expected outcomes of the funded activities. The plan may be supported by a logic model and must explain how the inputs, processes and outcomes will be measured, and how the resulting information will be used to inform improvement of funded activities.

Applicants must describe the systems and processes that will support the organization's performance management requirements through effective tracking of performance outcomes, including a description of how the organization will collect and manage data (e.g. assigned skilled staff, data management software) in a way that allows for accurate and timely reporting of performance outcomes. Applicants must describe any potential obstacles for implementing the program performance evaluation and how those obstacles will be addressed.

Legal Status of Applicant Entity

Applicants must provide the following documentation:

Non-profit organizations applying for funding are required to submit proof of their non-profit status. Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a state taxing body, state attorney general, or other appropriate state official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a state or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

Unless directed otherwise, applicants must include proof of non-profit status in the *Appendices* file of the electronic application submission.

Organizational Capacity

Provide the following information on the applicant organization and, if applicable, on any cooperating partners:

- Organizational charts;
- Resumes (no more than two single-spaced pages in length);
- Financial statements adhering to Generally Accepted Accounting Principles (GAAP), if available, submit statements for up to the two most recently completed fiscal years (this requirement does not apply to start-up organizations);
- Copy or description of the applicant organization's fiscal control and accountability procedures;
- Evidence that the applicant organization, and any partnering organizations, have relevant experience and expertise with administration, development, implementation, management, and evaluation of programs similar to that offered under this announcement;
- Evidence that each participating organization, including partners and/or subcontractors, possess the organizational capability to fulfill their role(s) and function(s) effectively;

Dissemination Plan

Applicants must propose a plan to disseminate reports, products, and/or grant project outputs so that project information is provided to key target audiences. Dissemination plans must include:

- Dissemination goals and objectives;
- Strategies to identify and engage with target audiences;
- Allocation of sufficient staff time and budget for dissemination purposes;
- A preliminary plan to evaluate the extent to which target audiences have received project information and have used it as intended.

Third-Party Agreements

Third-party agreements include Memoranda of Understanding (MOU) and Letters of Commitment. General letters of support are **not** considered to be third-party agreements. Third-party agreements must clearly describe the project activities and support to which the third party is committing. Third-party agreements must be signed by the person in the third-party organization with the authority to make such commitments on behalf of their organization.

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

Collaboration/consortia applicants must provide letters of commitment or MOU identifying the primary applicant that is responsible for administering the grant. The primary applicant must provide documentation of the commitments made by partnering organizations and describe in detail their roles and responsibilities as partners in the collaboration/consortia.

The Project Budget and Budget Justification

All applicants are required to submit a project budget and budget justification with their application. The project budget is entered on the Budget Information Standard Form, either SF-424A or SF-424C, according to the directions provided with the SFs. The budget justification consists of a budget narrative and a line-item budget detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form.

Project budget calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching or cost sharing is a requirement, applicants must include a detailed listing of any funding sources identified in Block 18 of the

SF-424 (Application for Federal Assistance). See the table in *Section IV.2. Required Forms, Assurances, and Certifications* listing the appropriate budget forms to use in this application.

Project budget Standard Forms (424A and/or 424C) will not count toward page limitations; however, the budget and budget justification are limited to 15 single-spaced pages total with fonts of no less than Times New Roman 12-points.

Special Note: *Section 653 of the Act provides that "[n]otwithstanding any other provision of law, no Federal funds may be used to pay any part of the compensation of an individual employed by a Head Start agency, if such compensation, including non-Federal funds, exceeds an amount equal to the rate payable for level II of the Executive Schedule under section 5313 of title 5, United States Code."   The Executive Level II salary of the Federal Executive Pay scale is $183,300. Please see* [http:// www.opm.gov/ policy-data-oversight/ pay-leave/salaries -wages/ 2015/ executive -senior- level](http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2015/executive-senior-level). *The statute also defines the term "compensation" as:*

> *"(A) includes salary, bonuses, periodic payments, severance pay, the value of any vacation time, the value of a compensatory or paid leave benefit not excluded by subparagraph (B), and the fair market value of any employee perquisite or benefit not excluded by subparagraph (B); and*

> *(B) excludes any Head Start agency expenditure for a health, medical, life insurance, disability, retirement, or any other employee welfare or pension benefit."*

Additional information on the "Statutory Requirement regarding compensation of Head Start staff" is available in the Program Instruction: [ACF–PI–HS–08–03](#).

Provide a budget using the 424A and/or 424C, as applicable, for each year of the proposed project. Provide a budget justification, which includes a budget narrative and a line-item detail, for the first year of the proposed project. The budget narrative should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

Budget Development by Funding Stream

The grant awarded under this FOA is made up of multiple funding streams; therefore, applicants must provide additional detail in their budget and budget justifications that proportionately reflects the percentages and types of costs and activities by funding stream. A description of the multiple funding streams is available in *Section II. Federal Award Information, Additional Information on Awards*, and is repeated here.

In the SF-424A, applicants must show the amounts estimated under each Object Class Category, by funding stream, under each of the columns.

The following are the funding amounts by funding stream and the percentages of budget they represent under the grant award:

OHS = 75 percent/$5,000,000

OCC = 25 percent/$1,500,000

Section A – Budget Summary:

Column (a) Grant Program, Function, or Activity:

List the program associated with the funding stream, e.g. 1. Office of Head Start (OHS), 2. Office of Child Care (OCC).

Column (b) Catalog of Federal Domestic Assistance Number:

List the CFDA Numbers that appear in the *Overview* section of this FOA.

Section B – Budget Categories

Object Class Categories:

Use multiple columns to provide cost detail for each Object Class Category by funding stream.

General

Use the following guidelines for preparing the budget and budget justification. When a match or cost share is required, both federal and non-federal resources must be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which the applicant is applying. "Non-federal resources" are all other non-ACF federal and non-federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, federal budget; next column(s), non-federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

Personnel

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent: annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant. Contractors and consultants should not be placed under this category.

Fringe Benefits

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement insurance, and taxes.

Travel

Description: Costs of out-of-state or overnight project-related travel by employees of the applicant organization. Do not include in-state travel or consultant travel.

Justification: For each trip show the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key project staff to attend ACF-sponsored workshops/conferences/grantee orientations should be detailed in the budget.

Equipment

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year per unit and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) $5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the

applicant organization's regular written accounting practices.)

Justification: For each type of equipment requested applicants must provide a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use of the equipment in the project; as well as a plan for the use, and/or disposal of, the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

Supplies

Description: Costs of all tangible personal property other than that included under the Equipment category. This includes office and other consumable supplies with a per-unit cost of less than $5,000.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

Contractual

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations (with budget detail), including delegate agencies and specific project(s) and/or businesses to be financed by the applicant. This area is not for individual consultants.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Recipients and subrecipients, other than states that are required to use 45 CFR Part 75 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed by 41 U.S.C. § 134, as amended by 2 CFR Part 200.88, and currently set at $150,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc., available to ACF.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each contractor/sub-contractor, by agency title, along with the same supporting information referred to in these instructions. If the applicant plans to select the contractors/sub-contractors post-award and a detailed budget is not available at the time of application, the applicant must provide information on the nature of the work to be delegated, the estimated costs, and the process for selecting the delegate agency.

Indirect Charges

Description: Total amount of indirect costs. This category has one of two methods that an applicant can select. An applicant may only select one.

  1) The applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant federal agency

Note: An applicant must enclose a copy of the current approved rate agreement. If the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

  2) Per 45 CFR § 75.414(f) Indirect (F&A) costs, "any non-Federal entity [i.e., applicant] that has never received a negotiated indirect costs rate, … may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. As described in § 75.403, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently

for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time."

Justification: This method only applies to applicants that have never received an approved negotiated indirect cost rate from HHS or another cognizant federal agency. Applicants awaiting approval of their indirect cost proposal may request the 10 percent de minimis. When the applicant chooses this method, costs included in the indirect cost pool must not be charged as direct costs to the grant.

Paperwork Reduction Disclaimer

As required by the Paperwork Reduction Act of 1995, 44 U.S.C. §§ 3501-3521, the public reporting burden for the Project Description and Budget/Budget Justification is estimated to average 60 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 10/31/2015. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Application Submission Options

Electronic Submission via www.Grants.gov

- Additional guidance on the submission of electronic applications can be found at http:// www.grants.gov /web /grants /applicants /apply- for- grants.html.
- If applicants encounter any technical difficulties in using www.Grants.gov, contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at support@grants.gov, to report the problem and obtain assistance. Hours of Operation: 24 hours a day, 7 days a week. The Grants.gov Contact Center is closed on federal holidays.
- Applicants should always retain Grants.gov Contact Center service ticket number(s) as they may be needed for future reference.
- **Contact with the Grants.gov Contact Center prior to the listed application due date and time does not ensure acceptance of an application. If difficulties are encountered, the Grants Management Officer listed in *Section VII. Agency Contacts* will determine whether the submission issues are due to Grants.gov system errors or user error.**

Application Validation at www.Grants.gov

After an application has been successfully submitted to www.Grants.gov, it still must pass a series of validation checks. After an application is submitted, Grants.gov generates a submission receipt via email and also sets the application status to "Received." This receipt verifies that the application has been successfully delivered to the Grants.gov system.

Next, Grants.gov verifies the submission is valid by ensuring it does not contain viruses, the opportunity is still open, and the applicant login and applicant DUNS number match. If the submission is valid, Grants.gov generates a submission validation receipt via email and sets the application status to "Validated."

If the application is not validated, the application status is set to "Rejected." The system sends a rejection email notification to the applicant and the applicant must re-submit the application package. See "What to Expect After Submitting" at www.Grants.gov for more information.

Each time an application is submitted, or resubmitted, via www.Grants.gov, the application will receive a new date and time stamp. Only those applications with on-time date and time stamps that result in a validated application, which are transmitted to ACF, will be acknowledged.

Applicants will be provided with an acknowledgement from Grants.gov that the submitted application

package has passed, or failed, a series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged.

NOTE: The Grants.gov validation check can affect whether the application is accepted for review. If an application fails the Grants.gov validation check and is not resubmitted by 11:59 p.m., ET, on the due date, it will not be transmitted to ACF and will be excluded from the review.

Similarly, if an applicant resubmits their application to Grants.gov by 11:59 p.m., ET, on the due date, and the resubmitted application does not pass the validation check, it will not be transmitted to ACF and will be excluded from the review.

Systems Issues

For any systems issues experienced with Grants.gov or SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance at https: // www.acf.hhs.gov / sites / default /files /assets /systems_issue_policy_final. pdf.

Request an Exemption from Required Electronic Application Submission

ACF recognizes that some applicants may have limited or no Internet access, and/or limited computer capacity, which may prohibit them from uploading large files at www.Grants.gov. To accommodate such applicants, ACF offers an exemption from required electronic submission. The exemption will allow applicants to submit hard copy, paper applications by hand-delivery, applicant courier, overnight/express mail couriers, or by other representatives of the applicant.

To receive an exemption from required electronic application submission, applicants must submit a written request to ACF that must state that the applicant qualifies for the exemption for one of the two following reasons:

- Lack of Internet access or Internet connection, or
- Limited computer capacity that prevents the uploading of large documents (files) at www.Grants.gov.

Applicants may request and receive the exemption from required electronic application submission by either:

- Submitting an email request to electronicappexemption@acf.hhs.gov, or
- Sending a written request to the Office of Grants Management Contact listed in *Section VII. Agency Contacts* in this announcement.

Requests for exemption from required electronic application submission will be acknowledged with an approval or disapproval.

Requests that do not state one of the two listed reasons will not be approved.

An exemption is applicable to all applications submitted by the applicant organization during the Federal Fiscal Year (FFY) in which it is received. Applicants need only request an exemption once in a FFY. Applicants must request a new exemption from required electronic submission for any succeeding FFY.

Please Note: electronicappexemption@acf.hhs.gov **may only be used to request an exemption from required electronic submission.** All other inquiries must be directed to the appropriate Agency Contact listed in *Section VII*. of this announcement. Queries or requests submitted to this email address for any reason other than a request for an exemption from electronic application submission will not be acknowledged or answered.

All exemption requests must include the following information:

- Funding Opportunity Announcement Title,

- Funding Opportunity Number (FON),
- The listed Catalog of Federal Domestic Assistance (CFDA) number,
- Name of Applicant Organization and DUNS Number,
- AOR name and contact information,
- Name and contact information of person to be contacted on matters involving the application (i.e., the Point of Contact), and
- The reason for which the applicant is requesting an exemption from electronic application submission. The request for exemption must state one of the following two reasons: 1) lack of Internet access or Internet connection; or 2) lack of computer capacity that prevents uploading large documents (files) to the Internet.

Exemption requests must be *received by* ACF no later than two weeks before the application due date, that is, 14 calendar days prior to the application due date listed in the *Overview* and in *Section IV.3. Submission Dates and Times*. If the fourteenth calendar day falls on a weekend or federal holiday, the due date for receipt of an exemption request will move to the next federal business day that follows the weekend or federal holiday.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

Paper Format Application Submission

An exemption is now required for the submission of paper applications. See the preceding section on "*Request an Exemption from Required Electronic Application Submission.*"

Applicants with exemptions that submit their applications in paper format, by mail or delivery, must submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the AOR, and be unbound. The original copy of the application must have original signature(s). See *Section IV.6.* of this announcement for address information for paper format application submissions. Applications submitted in paper format must be received by 4:30 p.m, ET, on the due date.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* in this announcement.

IV.3. Submission Dates and Times

Due Date for Applications: **07/20/2015**

Explanation of Due Dates

The due date for receipt of applications is listed in the *Overview* section and in this section. See *Section III.3. Application Disqualification Factors*.

Electronic Applications

The deadline for submission of electronic applications via www.Grants.gov is 11:59 p.m., ET, on the due date. Electronic applications submitted at 12:00 a.m., ET, on the day after the due date will be considered late and will be disqualified from competitive review and from funding under this announcement.

Applicants are required to submit their applications electronically via www.Grants.gov unless they received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission.*

ACF does not accommodate transmission of applications by email or facsimile.

Instructions for electronic submission via www.Grants.gov are available at:
http://www.grants.gov/applicants/apply_for_grants.jsp.

Applications submitted to www.Grants.gov at any time during the open application period prior to the due date and time that fail the Grants.gov validation check will not be received at ACF. These applications will not be acknowledged.

Mailed Paper Format Applications

The deadline for mailed paper applications is 4:30 p.m., ET, on the due date. Mailed paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

Hand-Delivered Paper Format Applications

Applications that are hand-delivered by applicants, applicant couriers, by overnight/express mail couriers, or other representatives of the applicant must be received on, or before, the due date listed in the *Overview* and in this section. These applications must be delivered between the hours of 8:00 a.m. and 4:30 p.m., ET, Monday through Friday (excluding federal holidays). Applications should be delivered to the address provided in *Section IV.6. Other Submission Requirements*.

Hand-delivered paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Hand-delivered paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

No appeals will be considered for applications classified as late under the following circumstances:

- Applications submitted electronically via www.Grants.gov are considered late when they are dated and time-stamped after the deadline of 11:59 p.m., ET, on the due date.
- Paper format applications received by mail or hand-delivery after 4:30 p.m., ET, on the due date will be classified as late and will be disqualified.
- Paper format applications received from applicant organizations that were not approved for an exemption from required electronic application submission under the process described in *Section IV.2. Request an Exemption from Required Electronic Submission* will be disqualified.

Extensions and/or Waiving Due Date and Receipt Time Requirements

ACF may extend an application due date and receipt time when circumstances make it impossible for applicants to submit their applications on time. These events include natural disasters (floods, hurricanes, tornados, etc.), or when there are widespread disruptions of electrical service, or mail service, or in other rare cases. The determination to extend or waive due date and/or receipt time requirements rests with the Grants Management Officer listed as the Office of Grants Management Contact in *Section VII. Agency Contacts*.

Acknowledgement from www.Grants.gov

Applicants will receive an initial email upon submission of their application to www.Grants.gov. This email will provide a **Grants.gov Tracking Number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time stamp**, which serves as the official record of application's submission**.** Receipt of this email does not indicate that the application is accepted or that is has passed the validation check.

Applicants will be provided with an acknowledgement from www.Grants.gov that the submitted application package has passed, or failed, a series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged.

See "What to Expect After Submitting" at www.Grants.gov for more information.

Acknowledgement from ACF of an electronic application's submission:

Applicants will be sent additional email(s) from ACF acknowledging that the application has been retrieved from www.Grants.gov by ACF. Receipt of these emails is not an indication that the application is accepted for competition.

Acknowledgement from ACF of receipt of a paper format application

ACF will provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

IV.4. Intergovernmental Review of Federal Programs

This program is covered under Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Executive Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 http://www.whitehouse.gov/omb/grants_spoc/.
Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of their prospective applications and to receive instructions on their jurisdiction's procedures. Applicants must submit all required application materials to the SPOC and indicate the date of submission on the Standard Form (SF) 424 at item 19.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application due date to comment on proposed new awards.

SPOC comments may be submitted directly to ACF to: U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 370 L'Enfant Promenade SW., 6th Floor East, Washington, DC 20447.

Entities that meet the eligibility requirements of this announcement are still eligible to apply for a grant even if a State, Territory or Commonwealth, etc., does not have a SPOC or has chosen not to participate in the process. Applicants from non-participating jurisdictions need take no action with regard to E.O. 12372. Applications from Federally-recognized Indian Tribal governments are not subject to E.O. 12372.

IV.5. Funding Restrictions

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are considered unallowable costs under grants or cooperative agreements awarded under this funding opportunity announcement.

Note: Costs incurred for grant application preparation are not considered allowable costs under an award and may not be included in the project budget or budget justification.

Grant awards will not allow reimbursement of pre-award costs.

Construction is not an allowable activity or expenditure under this grant award.

Purchase of real property is not an allowable activity or expenditure under this grant award.

IV.6. Other Submission Requirements

Submit paper applications to one of the following addresses. Also see *Section IV.2. Request an Exemption from Required Electronic Application Submission.*

Submission By Mail

Office of Head Start

OHS Operations Center

1401 Mercantile Lane, Suite 401

Largo, MD 20774

Hand Delivery

Office of Head Start

OHS Operations Center

1401 Mercantile Lane, Suite 401

Largo, MD 20774

Electronic Submission

See *Section IV.2* for application requirements and for guidance when submitting applications electronically via http://www.Grants.gov.

For all submissions, see *Section IV.3.* Submission Dates and Times.

V. Application Review Information

V.1. Criteria

Please note: Reviewers will not access, or review, any materials that are not part of the application documents. This includes information accessible on websites via hyperlinks that are referenced, or embedded, in the application. Though an application may include web links, or embedded hyperlinks, reviewers will not review this information as it is not considered to be part of the application documents. Nor will the information on websites be taken into consideration in scoring of evaluation criteria presented in this section. Reviewers will evaluate and score an application based on the documents that are presented in the application and **will not** refer to, or access, external links during the objective review.

Applications competing for financial assistance will be reviewed and evaluated using the criteria described in this section. The corresponding point values indicate the relative importance placed on each review criterion. Points will be allocated based on the extent to which the application proposal addresses each of the criteria listed. Points will be assessed within the range of each criterion item. Applicants should address these criteria in their application materials, particularly in the project description and budget justification, as they are the basis upon which competing applications will be judged during the objective review. The required elements of the project description and budget justification may be found in *Section IV.2 Project Description* of this announcement.

Objectives and Need for Assistance	Maximum Points: 5

The applicant clearly describes the significant features and components of the project, clearly states the goals and subordinate objectives of the project, and provides a rationale for the project goals in relation to *Section I. Program Description/Overview of the National Center on Parent, Family and Community Engagement*. (0-3 points)

The applicant identifies the professional development needs and the capacity of states and ECE agencies to support low-income families. This includes states' and agencies' capacity to support diverse populations, such as AI/AN and migrant and seasonal families, and low-income families who may be facing many adversities. (0-2 points)

Outcomes Expected	Maximum Points: 5

Expected outcomes are directly aligned with goals of the NCPFCE and to the three main components of the NCPFCE, as described in *Section I. Program Description/Overview of the National Center on Parent, Family and Community Engagement* and *Section IV.2. Project Description/Approach.* Each component is specific in nature, including elements such as what specifically will be achieved and the corresponding timeline, as outlined in *Section IV.2. Project Description/Timeline and Milestones*. The components are attainable and demonstrate their alignment directly with the overall scope and size of the proposed program. Each component is measurable and grounded within a specific time frame so that it is clear when the outcome is achieved. (0-5 points)

Approach	Maximum Points: 40

The applicant clearly describes a feasible, multi-year project plan for **Resource Development and Management** that is consistent with the goals, objectives, and desired outcomes described in *Section I. Program Description/Overview of the National Center on Parent, Family and Community Engagement* and *Section IV.2. Project Description/Approach.* Specifically, the proposed plan details the development and/or adaptation of resources that are relevant and responsive to diverse populations, family structures, AI/AN and Migrant and Seasonal HS/EHS programs, and different ECE settings and audiences. It also describes plans to support parenting and parent's roles as their child's teachers and advocates as described in *Section I.* (0-6 points)

The applicant's plan for **Resource Development and Management** includes innovative ideas for resources and delivery methods that strengthen family well-being and promote family health, mental health, and financial stability for low-income families. (0-4 points)

The applicant's plan for **Resource Development and Management** includes resources for improving state and program family engagement professional development systems, including consideration for state professional development competencies; effective approaches for taking best practices to scale at the community or state level; and high quality indicators of family engagement for quality rating and improvement systems. (0-4 points)

The applicant clearly describes a feasible, multi-year project plan for the **Provision of Training and Technical Assistance** that is consistent with the goals, objectives, and desired outcomes described in *Section I. Program Description/Overview of the National Center on Parent, Family and Community Engagement* and *Section IV.2. Project Description/Approach* and *Dissemination Plan.* Specifically, the plan includes strategies that better enable programs to support relationships between parents and children; engage families around children's learning and development; engage families with children who have disabilities or developmental delays; and support family well-being, particularly for vulnerable families (e.g., experiencing intergenerational poverty, homelessness, struggling with mental health challenges). (0-6 points)

The applicant's plan for the **Provision of Training and Technical Assistance** includes a prioritization of T/TA methods grounded in adult learning science that will help early childhood programs support

transition practices and families' as leaders and advocates for their children. The plan also includes methods for supporting community engagement, particularly through community partnerships that support family well-being, family engagement and school readiness. (0-6 points)

The applicant's plan for **Provision of Training and Technical Assistance** includes methods for effective marketing and professional development, including use of social media and creative use of graphic and web design for dissemination of material and use of virtual communication platforms for outreach that will support a variety of audiences, such as communities of practice and other networks. (0-4 points)

The applicant's plan for the **Provision of Training and Technical Assistance** identifies approaches for continuously improving T/TA products and services by assessing users' experiences and by building in methods for assessing changes in users' knowledge, skills and practices. The plan also identifies approaches for using data to support state and regional T/TA professional development strategies and plans. (0-4 points)

The applicant clearly describes a feasible, multi-year project plan for **T/TA Coordination and Collaboration** with OHS and OCC T/TA National Centers and with ACF's regional offices that is consistent with the goals, objectives, and desired outcomes described in *Section I. Program Description/Overview of the National Center on Parent, Family and Community Engagement* and *Section IV.2. Project Description/Objectives and Need for Assistance* and *Approach*. Specifically, the applicant identifies an approach that enhances communication, prevents duplication, ensures that materials and messages are integrated and cohesive, and coordinates T/TA on overlapping content. (0-6 points)

Project Timeline and Milestones	Maximum Points: 3

The applicant provides a reasonable timeline for implementing the proposed project, including the activities to be conducted in chronological order showing a reasonable schedule of accomplishments and target dates and the factors that may accelerate or decelerate the work. The applicant's timeline accords with the time-bound activities (i.e., fully functioning within 90 days), as referenced in *Section I. Post-Award Requirements* and *Section IV.2. Project Description/Timeline and Milestones*. (0-3 points)

Program Performance and Evaluation Plan	Maximum Points: 3

The applicant provides a description of how the project will document progress towards project milestones that are thorough, reasonable, and adequate for the project's size and scope. The applicant provides an efficient and effective plan for evaluation of the project, as described in *Section I. Program Description/Overview of the National Center on Parent, Family and Community Engagement* and *Section IV.2. Project Description/ Program Performance Evaluation Plan*, which is consistent with the overall goal and targeted outcomes for the NCPFCE. (0-3 points)

Organizational Capacity	Maximum Points: 18

The applicant clearly documents the roles, responsibilities, and time commitments of each proposed project staff position, including staff positions from partner organizations. The specifically stated responsibilities and roles of the organization's staff are substantiated by requirements outlined in *Section I. Program Description/Overview of the National Center on Parent, Family and Community Engagement* and *Section IV.2. Project Description/Organizational Capacity*. (0-5 points)

The applicant provides detailed information on staff qualifications that clearly demonstrates the applicant's expertise in parent, family, and community engagement and early learning programs, strongly documenting the ability and expertise of the applicant to carry out the activities as described in this FOA. The applicant clearly describes a feasible plan for recruiting staff with expertise in working

with low-income families (including those described in *Section I. Program Description/Overview of the National Center on Parent, Family and Community Engagement*), pregnant women, infants, toddlers, and preschoolers. (0-5 points)

The applicant documents expertise in administration, development, implementation, management, and evaluation of programs similar to that offered under this FOA. (0-3 points)

The applicant demonstrates strong evidence that the organization and its partners have the fiscal, administrative, and performance management capacity to effectively administer grant funds. The applicant provides audit statements from a CPA/LPA attesting to clean audit with resolution of any former fiscal irregularities. (0-2 points)

The applicant demonstrates a systematic approach to managing a consortium of partners to ensure that material, resources, and training integrates the expertise of all consortium members. (0-3 points)

Dissemination Plan	Maximum Points: 8

The applicant describes a dissemination plan with clear goals and objectives to identify and engage federal staff, OHS Regional T/TA providers, State CCDF Administrators, designated networks, and T/TA partner organizations, and allocates sufficient time and a sufficient budget to successfully implement dissemination activities. (0-8 points)

Plan for Oversight of Federal Award Funds	Maximum Points: 3

The applicant's plan demonstrates that federal funds will be properly managed, including the staff and financial systems in place to demonstrate control and accountability as requested by *Section IV.2. Project Description/Plan for Oversight of Federal Award Funds*. The applicant describes a plan and demonstrates its capacity to separately track and report on expenditures and activities based on the multiple funding streams described in this FOA. (0-3 points)

Budget and Budget Justification	Maximum Points: 15

The applicant provides a budget that is clearly outlined and aligned with the activities of the NCPFCE, as referenced in *Section I. Program Description/Overview of the National Center on Parent, Family* and *Community Engagement and Section IV.2 Project Description/Approach.* It includes a narrative justification for the amount requested, describing how the categorical costs are derived. The explanations of the calculations sufficiently show the costs are critical to the success of the project. The applicant includes all budget and budget narratives for sub-contractors within the consortium. The budget is reasonable and appropriate for the project. The applicant also describes a plan demonstrating its capacity to separately track and report on expenditures and activities based on the multiple funding streams described in this FOA. (0-7 points)

The applicant includes a detailed budget where all personnel funds are reasonable for the responsibilities and time dedicated to the NCPFCE's activities, as described in *Section I. Program Description/Overview of the National Center on Parent, Family and Community Engagement* and *Section IV.2. Project Description/Approach.* (0-4 points)

The budget includes sufficient funding for required trainings, meetings, conferences, travel, and other methods to successfully carry out project activities as referenced in *Section I. Program Description/Overview of the National Center on Parent, Family and Community Engagement* and *Section IV.2. Project Description/Approach.* Funds are allocated accordingly and are aligned with *Section IV.5. Funding Restrictions*. (0-2 points)

The applicant's fiscal controls and accounting procedures ensure prudent use, proper and timely disbursement, and accurate accounting of the funds received and multiple funding streams described

under this FOA in *Section II. Federal Award Information/Additional Information on Awards*. (0-2 points)

V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant or sub-recipient that does not have a DUNS number (www.dbn.com) and an active registration at SAM (www.sam.gov). See *Section III.3. Other*.

Initial ACF Screening

Each application will be screened to determine whether it meets any of the disqualification factors described in *Section III.3.Other, Application Disqualification Factors*.

Disqualified applications are considered to be "non-responsive" and are excluded from the competitive review process. Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this funding opportunity announcement.

Objective Review and Results

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using only the criteria described in *Section V.1. Criteria* of this announcement. Each panel is composed of experts with knowledge and experience in the area under review. Generally, review panels include three reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. Scores and rankings are only one element used in the award decision-making process.

ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. ACF reserves the right to consider preferences to fund organizations serving emerging, unserved, or under-served populations, including those populations located in pockets of poverty. ACF will also consider the geographic distribution of federal funds in its award decisions.

ACF will also consider the applicant's demonstrated expertise in providing T/TA to the early childhood field, with particular expertise in providing T/TA to HS/EHS and CCDF agencies.

Please note that if the applicant is a current or former OHS or OCC grant recipient, ACF will retrieve, review, and consider the applicant's last two annual progress reports. These reports and documents may be considered in making final determinations.

ACF reserves the right to deny funding to any applicant that is presently designated as "high risk," probationary or not in good standing, or has been debarred or defunded by any federal agency. Additionally, ACF reserves the right not to fund applicants with unacceptably lengthy start-up periods when other highly ranked applications are available who have demonstrated their ability to rapidly begin implementation.

The federal agencies contributing funds to the execution of activities under this FOA will actively participate in the award and decision-making process.

Approved but Unfunded Applications

Applications recommended for approval that were not funded under the competition because of the lack of available funds may be held over by ACF and reconsidered in a subsequent review cycle if a future competition under the program area is planned. These applications will be held over for a period of up to one year and will be re-competed for funding with all other competing applications in the next available review cycle. For those applications that have been deemed as approved but unfunded, notice will be given of such determination by postal mail.

V.3. Anticipated Announcement and Award Dates

Announcement of awards and the disposition of applications will be provided to applicants at a later date.

VI. Award Administration Information

VI.1. Award Notices

Successful applicants will be notified through the issuance of a Notice of Award (NoA) that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-federal share to be provided (if applicable), and the total project period for which support is contemplated. The NoA will be signed by the Grants Officer and transmitted via postal mail, email, or by GrantSolutions.gov or the Head Start Enterprise System (HSES), whichever is relevant. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter signed by the cognizant Program Office head. Any other correspondence that announces to a Principal Investigator, or a Project Director, that an application was selected is not an authorization to begin performance.

Project costs that are incurred prior to the receipt of the NoA are at the recipient's risk and may be reimbursed only to the extent that they are considered allowable as approved pre-award costs. Information on allowable pre-award costs and the time period under which they may be incurred is available in *Section IV.5. Funding Restrictions*.

VI.2. Administrative and National Policy Requirements

Awards issued under this announcement are subject to 45 CFR Part 75 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards. The Code of Federal Regulations (CFR) is available at http://www.gpo.gov.

An application funded with the release of federal funds through a grant award does not constitute, or imply, compliance with federal regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable federal regulations.

Prohibition Against Profit

Grantees are subject to the limitations set forth in 45 CFR § 75.215, Special provisions for awards to commercial organizations as recipients (45 CFR § 75.215(b)_Prohibition against profit.), which states that, "...no HHS funds may be paid as profit to any recipient even if the recipient is a commercial organization. Profit is any amount in excess of allowable direct and indirect costs."

Equal Treatment for Faith-Based Organizations

Grantees are also subject to the requirements of 45 CFR § 87.1(c), Equal Treatment for Faith-Based Organizations, which says, "Organizations that receive direct financial assistance from the [Health and

Human Services] Department under any Department program may not engage in inherently religious activities such as worship, religious instruction, or proselytization, as part of the programs or services funded with direct financial assistance from the Department." Therefore, organizations must take steps to completely separate the presentation of any program with religious content from the presentation of the Federally funded program by time or location *in such a way that it is clear that the two programs are separate and distinct.* If separating the two programs by time but presenting them in the same location, one program must *completely* end before the other program begins.

A faith-based organization receiving HHS funds retains its independence from federal, state, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS-funded activities.

Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against federal funding of inherently religious activities, Understanding the Regulations Related to the Faith-Based and Neighborhood Partnerships Initiative" are available at http://www.hh s.gov/ partner ships /about/r egulations/. Additional information, resources, and tools for faith-based organizations is available through The Center for Faith-based and Neighborhood Partnerships website at http://www.hhs.gov/ partnerships/ index.html and at the https://www.acf.hhs.gov /progra ms/ocs /resource/capacity- building- toolkits-for- faith-based-and -community- organizations.

Award Term and Condition under the Trafficking Victims Protection Act of 2000

Awards issued under this announcement are subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. § 7104). For the full text of the award term, go to http://www.acf.hhs.gov / grants/ award-term- and- condition -for-trafficking- in-persons. If you are unable to access this link, please contact the Grants Management Contact identified in *Section VII. Agency Contacts* of this announcement to obtain a copy of the term.

Requirements for Drug-Free Workplace

The Drug-Free Workplace Act of 1988 (41 U.S.C. §§ 8101-8106) requires that all organizations receiving grants from any federal agency agree to maintain a drug-free workplace. By signing the application, the Authorizing Official agrees that the grantee will provide a drug-free workplace and will comply with the requirement to notify ACF if an employee is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. Government-wide requirements for Drug-Free Workplace for Financial Assistance are found in 2 CFR Part 182; HHS implementing regulations are set forth in 2 CFR § 382.400. All recipients of ACF grant funds must comply with the requirements in Subpart B - Requirements for Recipients Other Than Individuals, 2 CFR § 382.225. The rule is available at http://www.gpo.gov /fdsys /pkg/ CFR-2001-title45-vol1/content-detail.html.

Debarment and Suspension

HHS regulations published in 2 CFR Part 376 implement the governmentwide debarment and suspension system guidance (2 CFR Part 180) for HHS' non-procurement programs and activities. "Non-procurement

transactions" include, among other things, grants, cooperative agreements, scholarships, fellowships, and loans. ACF implements the HHS Debarment and Suspension regulations as a term and condition of award. Grantees may decide the method and frequency by which this determination is made and may check the Excluded Parties List System (EPLS) located at https://www.s am.gov/, although checking the EPLS is not required. More information is available at https://w ww.acf.hhs.gov/ grants-forms.

Pro-Children Act

The Pro-Children Act of 2001, 20 U.S.C. §§ 7181 through 7184, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to $1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

HHS Grants Policy Statement

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. Appendices to the HHS GPS include a glossary of terms and a list of standard abbreviations for ease of reference. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the Notice of Award (NOA). The HHS GPS is available at https://www.acf.hhs.go v/
grants/ discretionary-competitive-grants.

Freedom of Information Act (FOIA)

Applications funded by federal grant programs are subject to disclosure under the Freedom of Information Act (FOIA), 5 U.S.C. § 552. Such applications are frequently requested under the FOIA, consistent with the FOIA's requirement to proactively disclose frequently requested materials at 5 U.S.C. § 552(a)(2)(D). Each released application will receive appropriate redaction of specific information to protect personal privacy and competitively sensitive commercial information. Information on filing a FOIA request is available at http://www.acf.hhs.gov/submit-a-foia-request.

Award Term and Condition under Title VI of the Civil Rights Act of 1964

Recipients of federal financial assistance must not discriminate on the basis of race, color, national origin, disability, age, and in some cases sex and religion. The HHS Office for Civil Rights provides guidance to grantees in complying with civil rights laws that prohibit discrimination.
 www.hhs.gov/ocr/civilrights/understanding/index.html.

HHS provides guidance to recipients of federal financial assistance on meeting the legal obligation to take reasonable steps to provide meaningful access to persons with limited English proficiency. www.hhs.gov/ocr/civilrights/resources/laws/revisedlep.html. Recipients must ensure their contractors and sub-recipients also comply with federal civil rights laws.

Award Term and Condition for Unpaid Federal Tax Liability

Grantees are subject to the requirement contained in Section 744 of the "Consolidated and Further Continuing Appropriations Act, 2015," (Pub.L. 113-235, Title VII, General Provisions – Government-Wide), which says "None of the funds made available by this or any other Act may be used to enter into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to, any corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency is aware of the unpaid tax liability, unless a Federal agency has considered suspension or debarment of the corporation and has made a determination that this further action is not necessary to protect the interests of the Government."

Other Administrative and National Policy Requirements

For information on the OHS's Head Start Program Performance Standards, Head Start for School Readiness Act of 2007, program instructions, information memoranda, policy interpretation questions, please visit the following website: ECLKC/Policy and Regulation (http://eclkc.ohs.acf.hhs.gov/hslc/stand ards).

For information on the OCC's program instructions, information memoranda, policy interpretation questions, technical bulletins, and CCDF reports and reporting requirements, please visit the following website: OCC's Policy and Program Resources (http://www.acf.hhs.gov/programs/occ/resource-library).

VI.3. Reporting

Grantees under this funding opportunity announcement will be required to submit performance progress and financial reports periodically throughout the project period. The frequency of required reporting is listed later in this section.

Performance Progress Reports (PPR)

Notice of Award (NoA) documents will inform grantees of the appropriate performance progress report form or format to use. Grantees should consult their Notice of Award documents to determine the appropriate performance progress report format required under their award. Performance progress reports are due 30 days after the end of the reporting period. Final program performance reports are due 90 days after the close of the project period.

For awards that implement the use of the ACF-OGM-SF-PPR, the form is available under "Reporting, Disclosures, and other Standard Forms" at http://www.acf.hhs.gov/grants/forms#chapter-4.

Federal Financial Reports (FFR)

ACF grantees are required to use the SF-425 Federal Financial Report (FFR) for expenditure reporting. SF-425 reports will be due as frequently as is required in the terms and conditions of their award using due dates from reports to PMS. The SF-269 is no longer accepted for expenditure reports. If an SF-269 is submitted, the ACF will return it and require the recipient to complete the SF-425.

All expenditure reports will be due on one of the standard due dates by which cash reporting is required to be submitted to PMS or at the end of a calendar quarter as determined by ACF. As a result, a recipient that receives awards from more than one federal program may be subject to more than one approach, but will not be required to change its current means of submission or be subjected to more than eight standard due dates. **A final cumulative SF-425 is due 90 days after the close of the project period.**

For budget periods ending in the months of:	The FFR (SF425) is due to ACF on:
January 01 - March 31	April 30
April 01 - June 30	July 30
July 01 - September 30	October 30
October 01 - December 31	January 30

The SF-425 form in Adobe PDF and MS-Excel formats, along with instructions, is available at http://www.whitehouse.gov/omb/ grants_forms.

For planning purposes, ACF reporting periods for awards made under this announcement are as follows:

Performance Progress Reports:	Quarterly
Financial Reports:	Semi-Annually

Federal Financial Accountability and Transparency Act (FFATA) Subaward and Executive Compensation

Awards issued as a result of this funding opportunity may be subject to the Transparency Act subaward and executive compensation reporting requirements of 2 CFR Part 170. See ACF's Award Term for Federal Financial Accountability and Transparency Act (FFATA) Subaward and Executive Compensation Reporting Requirement implementing this requirement and additional award applicability information at https:// www.acf.hhs.gov/ grants/ discretionary-competitive-grants.

Tangible Property Report (SF-428)

All ACF grantees are required to submit the Tangible Personal Property Form (SF-428). The SF-428 is a standard form used to collect information related to tangible personal property: equipment with a unit cost of $5,000 or more, and residual supplies with an aggregate fair market value exceeding $5,000. The form consists of the cover sheet and three attachments to be used as required by the terms and conditions of the award: Annual Report; Final Report and a Disposition Request. A Supplemental Sheet, SF-428S, may be used to provide detailed individual item information. The form is available at http:// www.whitehouse.gov/ omb/ grants_forms.

Real Property Status Report (SF-429)

All ACF grantees are required to submit the Real Property Status Report SF-429, if applicable. The SF-429 is a standard report to be used by recipients of federal financial assistance to report real property status or to request agency instructions on real property that is provided as Government Furnished Property (GFP) or acquired (i.e., purchased, constructed, or renovated) in whole or in part under a Notice of Award. This form consists of the cover sheet and three attachments to be used as frequently as required in the terms and conditions of the award: General reporting (SF-429A, Attachment A), Request to Acquire, Improve or Furnish (SF-429B, Attachment B), or Disposition or Encumberance Request (SF-429C, Attachment C). The forms are available at http:// www.whitehouse.gov/ omb/ grants_forms.

Reports on activities should reflect both funding streams.

VII. Agency Contacts

Program Office Contact

Sharon Yandian
Administration for Children and Families
Office of Head Start
1250 Maryland Ave SW,
Washington, DC 20024
Phone: (888) 242-0684
Email: OHSTech@reviewops.org

Office of Grants Management Contact

David Kadan
U.S. Department of Health and Human Services
Administration for Children and Families
Office of Grants Management
370 L'Enfant Promenade, SW
Aerospace Building - 6th Floor East
Washington , DC 20447
URL: ACFOGMREGE-grants@acf.hhs.gov

Federal Relay Service:
Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at
1-800-877-8339 (**TTY** - Text Telephone or **ASCII** - American Standard Code For Information
Interchange).

VIII. Other Information

Reference Websites

U.S. Department of Health and Human Services (HHS) http://www.hhs.gov/.

HHS Grants Forecast http://www.acf.hhs.gov/ hhsgrantsforecast/index.cfm.

Administration for Children and Families (ACF) http://www.acf.hhs.gov/.

ACF Grants Homepage https://www.acf.hhs.gov/ grants.

ACF Funding Opportunities http://www.acf.hhs.gov/grants/open/foa/.

ACF "How to Apply for a Grant" https://www.acf. hhs.gov/ grants/ how-to-apply-for-grants.

Catalog of Federal Domestic Assistance (CFDA) https://www.cfda.gov/.

For submission of a paper format application, all required Standard Forms (SF), assurances, and certifications are available on the ACF Grants-Forms page through https://www. acf.hhs.gov/grants-forms.

Standard grant forms are available at the Grants.gov Forms Repository webpage at http:// www.grants.gov/web/ grants/forms/sf-424- family.html.

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at http://www07.grants.gov/ web/ grants/ support/ technical-support/ accessibility-compliance.html.

Code of Federal Regulations (CFR) http://www.gpo.gov/fdsys/.

The *Federal Register* https://www.federalregister.gov/.

United States Code (U.S.C.) http://www.gpo.gov/fdsys/.

ACF Early Childhood Technical Assistance System http://www.acf.hhs.gov/programs/ecd/interagency -projects/ece-technical-assistance

Child Care Technical Assistance Network https://childcareta.acf.hhs.gov

Head Start Early Childhood Learning and Knowledge Center http://eclkc .ohs .acf .hhs .gov /hslc /hs /

OHS Regional Training and Technical Assistance Network - Fed Biz Opps Solicitation

 https://www.fbo.gov/index?s=opportunity&;mode=form&;id=c6ea1c96844e25a0893cdd3351c04c98&;tab =core&;_cview=1

Application Checklist

Applicants may use the checklist below as a guide when preparing your application package.

What to Submit	Where Found	When to Submit
SF-424 - Application for Federal Assistance	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory." Also available at http://www.grants.gov/web/ grants/ forms.html by using the link to "SF-424 Family."	Submission is due by the application due date found in the *Overview* and in *Section IV.3. Submission Dates and Times.* **Do not attach required application elements or additional pages to the SF-424 at Questions 14 or 15!** *See Section IV.2. Formatting ACF Applications.*

SF-Project/Performance Site Location(s) (SF-P/PSL)	Referenced in *Section IV.2.Required Forms, Assurances, and Certifications.* For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory." Also available at http://www.grants.gov/web/ grants/ forms.html by using the link to "SF-424 Family."	Submission is due by the application due date found in the *Overview* and in *Section IV.3. Submission Dates and Times.*
DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration.	Referenced in *Section III.3. Other* in the announcement. To obtain a DUNS number, go to http://fedgov.dnb.com/webform. To register at SAM, go to http ://www.sam.gov.	A DUNS number and registration at SAM.gov are required for all applicants. Active registration at SAM must be maintained throughout the application and project award period.
SF-LLL - Disclosure of Lobbying Activities	"Disclosure Form to Report Lobbying" is referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* For electronic application submission, this form is available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Optional." The form is available in the electronic application kit at Grants.gov and at http://www.grants.gov/ web / grants/ forms.html by using the link to "SF-424 Family." If applicable, submission of this form is required if any funds have	If submission of this form is applicable, it is due at the time of application. If it not available at the time of application, it may also be submitted prior to the award of a grant.

	been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.	
SF-424A - Budget Information - Non- Construction Programs and SF-424B - Assurances - Non-Construction Programs	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory." Also available at http://www.grants.gov/ web/ grant s/ forms.html by using the link to "SF-424 Family." These forms are ***required*** for applications under this FOA: • Projects that include only non-construction activities must submit the SF-424A and SF-424B, along with the SF-424 and SF-P/PSL.	Submission is due by the application due date found in the *Overview* and in *Section IV.3. Submission Dates and Times.*
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* For electronic application submission, these forms are available on the FOA's Grants.gov page	Submission is due with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.

	under the "Application Package" tab in the section entitled, "Mandatory." Available at http://www. grants .gov/ web/ grants/ forms. html by using the link to "SF-424 Family."	
SF-424 Key Contact Form	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* For electronic application submission, this form is available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Optional." The form is also available at http :// www. grants. gov/ web/ grants /forms.html by using the link to "SF-424 Family."	Submission is due with the application by the application due date found in the *Overview* and in *Section IV.3. Submission Dates and Times.*
Executive Order 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities"	Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 http://www. whitehouse.gov /omb /grants_spoc/ as indicated in *Section IV.4. Intergovernmental Review* of this announcement. The Executive Order and CFR require that applicants submit all required application materials to their State Single Point of Contact (SPOC) and indicate the date of submission on the SF-424 at item 19.	Submission of application materials is due to SPOC by the application due date listed in the *Overview* and in *Section IV.3. Submission Dates and Times.*

Project Summary/Abstract	Referenced in *Section IV.2. The Project Description.* The Project Summary/Abstract is limited to one single-spaced page.	Submission is due by the application due date found in the *Overview* and in *Section IV.3. Submission Dates and Times.*
Table of Contents	Referenced in *Section IV.2. The Project Description*.	Submit with the application by the due date found in the *Overview* and in *Section IV.3. Submission Dates and Times.*
The Project Description	Referenced in *Section IV.2. The Project Description*.	Submission is due by the application due date found in the *Overview* and in *Section IV.3. Submission Dates and Times.*
The Project Budget and Budget Justification	Referenced in *Section IV.2. The Project Budget and Budget Justification* of the announcement.	Submission is required in addition to submission of SF-424A or SF-424C. It must be submitted with the application package by the due date in the *Overview* and in *Section IV.3. Submission Dates and Times.*
Third-Party Agreements (also, MOUs and Consortia Agreements)	Referenced in *Section IV.2. Project Description*.	If available, submission is due by the application due date found in the *Overview* and in *Section IV.3.* If not available at the time of application submission, due by the time of award.
Proof of Non-Profit Status	Referenced in *Section IV.2. The Project Description, Legal Status of Applicant Entity*.	Proof of non-profit status should be submitted with the application package by the due date listed in the *Overview* and *Section IV.3. Submission Dates and Times.* If it is not available at the time of application submission, it must be submitted prior to

		the award of a grant.